

MISSION STATEMENT – YWCA Clark County is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

YWCA does not discriminate based upon race, color, religion, ancestry, national origin, age, sex, sexual orientation, political belief, marital and veteran’s status or the presence of any sensory, physical, or mental disability.

Groups using the facilities of YWCA Clark County agree to use the space for activities that are not in conflict with the above stated values.

RENTER RESPONSIBILITIES

By signing this agreement, the renter agrees to be held responsible for the following:

- Injury to persons or property that is a result of the Renter’s actions or actions of Renter’s guests.
- The Renter agrees to reimburse YWCA Clark County for damages to the facility or its contents including costs incurred as the result of the Renter’s actions or actions of Renter’s guests.
- Renter agrees to protect and indemnify for costs, legal, and other expenses YWCA Clark County, its directors, and agents from all claims, liabilities related to or arising from any acts of omissions of such groups in use of YWCA Clark County facilities.
- Proof of liability coverage may be required.
- The Renter shall only use the designated rooms as stated in the agreement. Renter agrees to monitor guest activities to prevent them from entering unauthorized areas of the building.
- Nothing may be sold at YWCA Clark County without prior written approval of YWCA representative.

The name of the renting organization must appear on all promotional material and in any news release concerning the event. All brochures, flyers, posters, and other types of publicity and all advertising, whether printed or electronic, must include a clear indication of the name of the group sponsoring the event scheduled at YWCA Clark County facilities. Under no circumstances should communication of the fact that an event is being held at YWCA Clark County’s facility be structured so as to imply sponsorship from YWCA Clark County.

YWCA Clark County reserves the right to refuse the use of the facilities at the discretion of YWCA’s representative, Executive Director or the Board of Directors. Room use and rental policies are set, and may be changed as appropriate, by YWCA Clark County.

The Facility Use Agreement is a binding legal contract.

RESERVATION PROCESS

Room reservations and Facility Use Agreements may be obtained by calling 360-696-0167 or by email at reservation@ywcaclarkcounty.org

One-time events may be scheduled up to six months in advance. **Ongoing groups** may reserve space for an initial three months and then for up to 12 months after the trial period.

Social events (weddings, golden wedding anniversaries, family reunions, etc.) may reserve space one year in advance.

Payment is due in full at least 7 days prior to reservation. Current fees and room capacity information can be obtained online [here](#) or, by contacting our office at 696-0167. A check should be sent with the signed rental agreement to:

YWCA Clark County
3609 Main Street
Vancouver, WA 98663

RENTAL HOURS

The rooms may be scheduled for times between Monday-Thursday 8:30am to 5:00pm and Friday 8:30am-4pm
Time for set up and clean up must be included within the scheduled time. Room must be clean and restored to it's original configuration and Renters and guests must exit the facility promptly according to the "end time" of the contract.

ALCOHOL OR ILLEGAL DRUGS

Alcoholic beverages, illegal drugs or drug paraphernalia is not permitted on or around YWCA'S property. Intoxicated persons will be required to leave the facility immediately.

SMOKING

YWCA Clark County is a smoke-free facility. IN accordance with State and Federal law smoking is only permitted 25 feet from any entrance or exit of the building. There is a covered smoking area next to garage on the south side of the building. Extinguish all smoking materials thoroughly to prevent a fire hazard.

SET UP & CLEAN UP

Set up of tables and chairs is the responsibility of the Renter. The Renter will include set up and clean up time within the time scheduled for use of the facility. In addition, the renter will restore the room according to its original configuration. (See Attached) Failure to do so will result in a \$40.00 set up / restore fee. Recyclables and garbage will be placed in the appropriate containers in the garbage enclosures at the east end of the north parking lot on 37th Street.

Decorating for an event must be done within the rental time period. Only ribbon or string may be used for attaching decorations. No tacks, staples, wire or putty are allowed for attaching decorations. Blue or green painters tape is ok.

YWCA Clark County does have audiovisual equipment for rent by community groups. Contact your YWCA representative for more information.

FOOD & BEVERAGES

Our kitchens are not licensed for commercial food preparation and is only to be used for the reheating of food. Renters may bring in food, plug in coffee pots and warming dishes or have food catered. Renter will ensure tables, chairs and carpets are wiped down in case of food or beverage spills. Cleaning supplies are kept under the sink in the kitchen.

CONDUCT

It is the responsibility of the Renter to enforce compliance with the terms and conditions of this agreement by individuals attending the event sponsored by the Renter. The Renter agrees to be held responsible for the conduct and behavior of the persons in the rental group.

Renters agree to show respect for the facility, including staff members, volunteers, visitors, and neighboring establishments by:

- limiting noise level of the event
- keeping participants within the rented areas
- making sure restrooms and other public areas are left in reasonably clean conditions
- reporting any safety or maintenance issues during your meeting/event
- all attendees will observe the 5 mph speed limit in the parking lots
- making sure that shoes or other foot covering is worn by participants at all times
- prohibiting animals in the building, with the exception of animals specifically for the use of a person with a disability

Renters who display inappropriate conduct, such as loud talking, yelling, cursing will be asked to leave the building. Firearms or weapons of any nature are prohibited at the facility.

YWCA CLARK COUNTY COMMUNITY ROOM STANDARD LAYOUT



