



YMCA Facility Booking Request Form

Single or Recurring Event

Please return completed form to hfa.rentals@ymcaottawa.ca

We will contact you soon to follow up on your rental request.
Thank you for thinking of the Y for your event!

ORGANIZATION INFORMATION:

ORGANIZATION NAME

CONTACT PERSON

POSITION/ROLE

PHONE #

EMAIL ADDRESS

PROGRAM & EVENT DETAILS

Name of program or event:

Type of activity: (Basketball, Fitness, Tournament)

Description of activity:

Estimated number of participants:

Age group:



Preferred facility space for your rental:

Gymnasium Studio Pool

For single rental bookings

Date requested:

Preferred start time: Preferred end time:

If your preferred time is not available, would you consider alternative options?

Yes No

If yes, please list alternative days/times:

For recurring/repeating rental bookings

Start date (first day of rental):

End date (last day of rental):

Day(s) of week requested:

Preferred start time: Preferred end time:

If your preferred time is not available, would you consider alternative options?

Yes No

If yes, please list alternative days/times:



SPECIAL REQUIREMENTS - please indicate if your booking requires any of the following:

Pre-event setup time. How much time is required:

Post-event Takedown time. How much time is required:

Tournament / event format Spectator seating Scoreboards or tables

Equipment required (please specify):

Other requirements (please specify):

INSURANCE & ADDITIONAL NOTES

Insurance

All external rental groups must provide a Certificate of Insurance (COI) naming the YMCA as additionally insured.

We currently have insurance We will obtain insurance if booking is confirmed

Additional notes or requests: