



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## FAMILY YMCA OF THE GLENS FALLS AREA

### Lock-Ins / Overnight Facility Rentals for School Groups, Youth Groups & Private Parties

#### RESERVATIONS & PAYMENT

**Lock-In Dates:** The YMCA is available on most Fridays and Saturdays. Lock-In hours are from 10:30pm - 5:00am. Adults involved with set-up may arrive at 10pm. The YMCA is not responsible for the security of any decorations, prizes or equipment. **All participants and chaperones must be out of the building by 5:00 am.**

**Reserve Your Date:** A non-refundable deposit of \$75 must be submitted, with the Lock-In contract, to the Glens Falls Family YMCA within two weeks of requesting a date. Dates will not be held until the reservation fee is paid. You must be at least 18 years of age in order to book a Lock-In.

**Payment & Group Size:** Groups of up to thirty participants will be charged a flat rate of \$300 which includes the deposit. For groups over thirty participants the fee is \$10 per participant. A maximum of 150 participants is allowed. Final payment is required the day of your event unless prior arrangements have been made. Any payment not received by the payment deadline will be assessed a \$25 late payment fee.

**Certificate of Insurance:** A certificate of liability insurance for a minimum of \$1 million is required naming the YMCA as additional insured. Certificates **must** be received at least one week before the lock-in. No lock-in will be held without the certificate of insurance.

**Entertainment & Equipment Rentals:** Outside vendors are permitted, ie. bands, DJs, bounce houses or other equipment rentals. Entertainment and equipment rentals must be approved in advance by the YMCA Program Director.

#### IMPORTANT INFO

**Chaperones:** All groups must maintain a 1:10 ratio of adult chaperones to participants. A head chaperone must be appointed for the group. Adults involved strictly in food handling, prize issuing, etc., are not counted as part of the required ratio. Any adults above the 1:10 ratio will be counted as participants. The 1:10 ratio must be upheld in each area of the building and pool area. If there are 20 participants in the gym and 30 in the game room, two adults must be in the gym and three in the game room.

**YMCA Staff:** There will be a YMCA staff member assigned to the lock-in. That staff member is responsible for supervision of the building and is **not** expected to assist in set-up, clean-up, discipline or other tasks assigned to the Chaperones.

**Check-In:** Upon arrival, the head chaperone for your group must check in with the YMCA Lock-In staff. Lock-In staff and the head chaperone will tour the building and complete a building inspection form. When the entire group has arrived, the front doors will be locked. No one may enter or leave the building until departure time. Any emergency arrivals or departures must be witnessed by the

YMCA lock-in staff, as well the head chaperone. They must also tour the building at the end of the night and complete a second building inspection, noting any damages and to ensure that the building is clean.

**Orientation:** A mandatory orientation with the YMCA Lock-In staff and the lifeguards will be conducted when your group arrives. Pool rules and emergency procedures and policies will be explained. Orientation must take place before swim time.

**Coffee:** A coffee maker is available for chaperone use only. Chaperones must supply their own coffee, filters, cups, cream and sugar.

**Clean-up/Litter:** The group is responsible for clean-up, bagging and organization of all garbage generated by the event. The YMCA Lock-In staff will provide bags, broom & dustpan, and a mop (if necessary). Please devote the last half-hour to cleaning up (especially in food areas) and checking the building and locker rooms for belongings. The final building inspection with the head chaperone and the YMCA Lock-In staff will not be conducted until all areas are adequately cleaned and trash removed.

**Chaperone responsibilities:** (includes, but is not limited to) Group chaperones are responsible for supervising participants and helping the YMCA Lock-In Monitor to enforce the rules and policies of the YMCA facility. Chaperones must maintain a 1:10 ratio at all times and in all areas of the building. Chaperones are subject to the same rules as participants and will not be permitted to leave the building during Lock-In hours. All incidents/accidents should be immediately reported to the Lock-In staff.

**Areas off-limits:** (includes but is not limited to)

Preschool, Babysitting Room, Youth Fitness Center, Fitness Center, Gymnastics Center, Group Exercise Room, fitness locker rooms, offices, maintenance areas and the hot tub.

**Damages:** The Lock-In Group will be responsible to pay for any YMCA property, equipment, or supplies that are damaged during the lock-in. A bill totaling the amount to repair or replace the damaged or lost property will be sent to the Group Contact/Head Chaperone for payment.

## ACTIVITY AREAS

**Game Room:** The game room has ping-pong, foosball, and limited tables and chairs. This room may be used for food set-ups. All food must be kept in the Game Room or Arts & Crafts Room. Sorry, no refrigeration available.

**Arts & Crafts Room:** This room may be used for activities such as arts and crafts, board games, or any activity that requires tables and chairs. It can also be used for serving food and refreshments.

**Youth & Family Room:** This room may be used as a sleeping area or for quiet activities. Shoes are not permitted in this area. A 1:10 ratio must be maintained in sleeping areas as well.

**Pool:** The pool will be available from 10:30pm - 2:30am with the appropriate amount of lifeguards for your group. There is a limit of 50 participants in the pool at a time. If your group will not require the entire pool time, advanced notice is appreciated. Pool rules will be covered during the group orientation. The hot tub is off limits to everyone, including chaperones. Everyone swimming will be subject to a deep-water swim test.

**Gym:** The gym can be used for basketball, volleyball (equipment must be put up and taken down), dances, etc. Non-marking, soft-soled shoes only! All band or DJ equipment must have rubber feet or floor protecting mats. No equipment may have direct contact with the gym floor.

**Racquetball:** Racquetball may be played. We suggest bringing your own equipment. The YMCA has limited racquetball equipment available. Wallyball (an enclosed version of volleyball) can be played on one court. Groups are responsible for the set-up and take down of all equipment.

PLEASE REVIEW RULES ON NEXT PAGE



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## LOCK-IN RULES

1. Groups are responsible for the actions of their participants. Groups will be charged for damage and theft. Such actions may result in a group becoming ineligible to hold future events.
2. Groups are responsible for maintaining each activity area during event and cleaning each area at the end the event. This includes, but is not limited to, sweeping and mopping the floors.
3. The following areas of the building are off-limits: Preschool room, Fitness Center, Gymnastics Center, Youth Fitness Center, Group Exercise Room, Kids' Corner, fitness locker rooms, hot tub, maintenance areas and offices.
4. All equipment including wallyball and volleyball nets must be taken down and put away properly when finished. All racquetball, Foosball, and ping-pong equipment must be returned to the front desk.
5. All food and drink must be contained to the Game Room or Arts & Crafts Room.
6. The Youth & Family Room is for quiet, passive activities only. Shoes are not permitted in this room.
9. Non-marking sneakers must be worn in the gym and racquetball courts.
10. NO food - except in the Game Room and Arts & Crafts Room. And no gum chewing.
11. No drugs, tobacco or alcohol products are permitted inside or on YMCA property.
12. Change for the vending machines can not be made at the front desk.
13. If you lose money in a vending machine, the money cannot be recovered.
14. No one may enter or leave the building without the Head Chaperone and YMCA Lock-In staff present.

## POOL RULES

1. No cutoffs or long pants below the knees. Swim trunks preferred over gym shorts.
2. Use bathroom first.
3. Head to toe showers are **required** for all before entering pool.
4. Use back door of locker rooms by the shower to wet corridor for pool entrance.
5. All swimmers will be subject to a swim test to determine swimming ability. Only those swimmers passing the deep water swim test will be allowed in the deep end of the pool.
6. Swimmers must stay in the designated roped off areas.
7. Use of diving blocks is not permitted.
8. Water noodles can be used at the discretion of the lifeguard.
9. Walk on deck. Absolutely NO running or jumping.
10. Pool gutters are very slippery. Don't walk in or jump over them.
11. Diving (head first) in deep end only ( 8 feet and deeper).
12. Lifeguards have the authority, at their discretion, to remove those who do not follow the pool safety rules.

### GLENS FALLS FAMILY YMCA

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The Y is a cause-driven, nonprofit organization.