



YFC Office: 6314 Library Road, South Park, PA 15129  
 Armory: 16 West College Ave., Canonsburg, PA 15317  
[thearmoryyouthcenter.org](http://thearmoryyouthcenter.org)

## FACILITY USE APPLICATION

Application # \_\_\_\_\_

See next page for fees, schedule, and dates of use chart.

Requested Facility:

\_\_\_\_\_ Entire Gym + Batting Cage    \_\_\_\_\_ Full Court    \_\_\_\_\_ Batting Cage Only

Purpose of Use: \_\_\_\_\_

Any changes in contracted date/time schedule must be approved by the Armory Youth Center scheduler.

Group/Organization Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Anticipated Number of Participants: \_\_\_\_\_

Anticipated Number of Spectators: \_\_\_\_\_

Do you have liability insurance? \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE ENTER TOTALS FROM NEXT PAGE

| TOTAL HOURS | RENTAL FEE |  | GRAND TOTAL |
|-------------|------------|--|-------------|
|             | \$         |  | \$          |

Check # \_\_\_\_\_ Date \_\_\_\_\_

**Make check payable to "Youth for Christ."**

TO COMPLETE YOUR APPLICATION, PLEASE RETURN THIS FORM (INCLUDING SECOND PAGE) WITH YOUR CHECK, SIGNED GYM USAGE AGREEMENT AND GYM RULES OF USE TO:

Youth for Christ Armory Youth Center  
 c/o Jennifer McMahan

1024 Highland Drive, Canonsburg, PA 15317

Questions: contact us at [scheduling@thearmoryyouthcenter.org](mailto:scheduling@thearmoryyouthcenter.org)





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## Armory Rental Rules of Use

### Failure to obey the following Rules and Regulations may be cause for termination of the attached Rental Agreement.

1. NO tobacco or alcohol use of any kind on the Armory Youth Center property.
2. No chewing gum of any kind inside the Armory Youth Center.
3. All athletic activity is to be confined to the room for which it is contracted. There is to be no running or athletic activity of any kind in other parts of the facility. Hanging from the basketball hoops or rims is not permitted, as it may result in injury to the person or damage to the property.
4. The use of tables and chairs other than those provided or approved by the Armory staff is not permitted in the gym. Please do not drag items of any kind in the foyer or gymnasium. This can result in permanent damage to the floor, the repair of which will be charged to the contractee. All items must be carried or dollied within the building.
5. Children under the age of 18 are to have adult supervision AT ALL TIMES.
6. No food or drink is allowed on the playing surface or in the restrooms. Food and drink is limited to foyer.
7. Gymnasium doors are for emergency exit only and ARE NOT to be propped open at any time for any reason. Windows may be opened for air circulation, but contractee must close and lock them before departure.
8. Contract applies to the area contracted only. All other areas of the building are off limits at all times.
9. Contract is limited to times agreed upon for the contractee.
10. No ball playing, rock throwing, or skateboarding in the parking lot. No sitting, walking, or standing on the retaining wall.
11. No personal property is to remain at the Armory Youth Center. Armory Youth Center is no responsible for lost or stolen property.
12. No parking in the church parking lot next to the Armory. The only lots that you may use are the Armory lot, the public lot (above the church) and the school lot (across the street).
13. Armory Youth Center reserves the right to cancel activities due to inclement weather or with one month's notice for special usage by Metro Pittsburgh Youth for Christ.
14. RENTAL CANCELLATION AND REFUND POLICY: Organizations or individuals will be charged for gym use for all dates scheduled. No refunds or reduction of rental fees shall be granted for any event/activity canceled by the contracting organization or individual less than one (1) week prior to the scheduled event or activity. The contracting organization or individual will receive a refund or credit for rental fees if for any reason the Armory Youth Center needs to close during their scheduled time.

Reference Application # \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



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## Armory Rental Agreement

This agreement is between Metro Pittsburgh Youth for Christ Armory Youth Center and the undersigned, herein lessee, for the use of the Armory Youth Center's facilities, namely, the gymnasium area and the restrooms. The lessee agrees as follows:

1. The lessee has attached a Certificate of Liability Insurance with a minimum amount of \$500,000 per person and with a minimum of \$300,000 per occurrence. Also attached is a Property Damage Insurance Certificate in the amount of not less than \$500,000 per accident. The certificate shall name Metro Pittsburgh Youth for Christ Armory Youth Center as an additional insured, and it is issued by an underwrite that is approved by the PA State Commissioner of Insurance.
2. The lessee accepts responsibility to Metro Pittsburgh Youth for Christ Armory Youth Center for damage done to the building, area, or equipment used during the approved period of use and will accept financial responsibility for repairs and/or replacement for such damage.
3. The lessee and all who are included in the use of the requested facility shall hold Metro Pittsburgh Youth for Christ free and without harm from any loss or damage, liability, or expense that may arise during, or be caused in any way by such use or occupancy of the facilities. Metro Pittsburgh Youth for Christ shall, under no circumstances, be liable for injuries sustained by any person during the rental.
4. Facility use is restricted to the area described and times listed herein, with a 15-minute buffer on each end. For example: a listed time use of 8:00 to 10:00 means that the lessee does not arrive before 7:45 for preparation or "warm-up" and has vacated the building by 10:15. No facility usage will be allowed before 1 PM on Sundays, except for church services.
5. The lessee is responsible for the supervision of the group and for seeing to it that the attached rules, regulations, and ordinances, as well as those posted in the gym, are obeyed. Groups may be required to show proof of adequate adult supervision. Youth for Christ reserves the right to require police supervision at the expense of the applicant.
6. Alcoholic beverages are not permitted on the premises. Likewise, smoking and tobacco use is not permitted anywhere on the property.
7. The lessee agrees that in addition to this document, they have read the Armory Rental Rules of Use and agree to abide by, obey, and be bound by them.

8. This agreement, the Armory Rental Application, and remittance of fees as specified therein must be presented to the Youth for Christ Armory Youth Center by mail or in person before reservations are final. (Checks are to be made payable to "YFC"). This event will then be added to the schedule, doors will be unlocked, and the facility made available for use. Youth for Christ reserves the right to increase the rental rates at any time with prior notification to the lessee.
  
9. The Youth for Christ Armory Youth Center reserves the right to cancel this contract in case of emergency, including but not limited to loss of power to the building, inclement weather, or with one month's notice, special usage required by Metro Pittsburgh Youth for Christ.

**RENTAL CANCELLATION AND REFUND POLICY: Organizations or individuals will be charged for gym use for all dates scheduled. No refunds or reduction of rental fees shall be granted for any event/activity canceled by the contracting organization or individual less than one (1) week prior to the scheduled event or activity. The contracting organization or individual will receive a refund or credit for rental fees if for any reason the Armory Youth Center needs to close during their scheduled time.**

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Signature of Lessee \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Armory Youth Center Scheduler \_\_\_\_\_ Date \_\_\_\_\_