

**YWCA SOUTHERN ARIZONA  
FACILITY RENTALS**

# **Our 6 step process for working with us**



**1**

Check out our website or email us at [rentals@ywcatuson.org](mailto:rentals@ywcatuson.org) to get started! Share your desired location, date and time of your event and a brief description.

**2**

After learning about your event, a member of YW Rentals Team will create a customized proposal for you that outlines all anticipated costs, facility rules, details about our catering services and other important information.

**3**

If you choose to proceed, you will receive the following by email: rental contract (through Adobe Sign), deposit invoice and facility fee invoice.

**4**

You will turn in your important documents like your certificate of insurance.

**5**

You and a member of the YW Rentals Team will create your custom event layout and conduct an onsite technology test run. This test is required if you plan to use our audio/visual equipment.

**6**

On the day of your event, you will complete a facility walk through with a YW staff member. This staff member will be onsite for the entirety of your event to help throughout the day.

**520-447-8911**

**[rentals@ywcatuson.org](mailto:rentals@ywcatuson.org)**

**[www.ywcatuson.org/facility-rentals](http://www.ywcatuson.org/facility-rentals)**

**eliminating racism  
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