



MYC Rental Q&A

General Questions

Q: How much does it cost to rent at the Milford Youth Center?

A: You can all pricing on our Rental Application here:

<https://fs10.formsite.com/E63Z3Q/jeftzxaroc/index>

Q: How do I book the space?

A: By filling out our rental application here (Please note that rentals are booked based on availability): <https://fs10.formsite.com/E63Z3Q/jeftzxaroc/index>

Q: Who can rent the MYC?

A: The Milford Youth Center can be rented to any educational, charitable, private or governmental agencies, at its discretion, and to deny any application that interferes with use of Youth Center facilities for municipal purposes. The Town of Milford does not authorize renting municipal buildings to religious based organizations for religious purposes.

Q: Can I visit the space before booking?

A: Yes, a Milford Youth Center staff will coordinate an in-person rental meeting prior to your rental date to tour the space and review all rules and regulations. Please do not show up un-announced at the Center.

Q: What are the available dates and hours for rentals?

A: We do not allow rentals during our Afterschool Program (2pm-6:30pm during the 10 months of the afterschool program) and our Summer Camp (8am-5:30pm in July and August). All other times are subject to availability and staffing, including the weekends.

Q: How much time is allowed for setup and breakdown?

A: Set up and breakdown of any equipment must be taken into consideration when booking the space. All rental times include set up and breakdown, no additional time will be granted.

Q: Is there parking available?

A: Yes, there is parking available behind the Center, on the street (not where the curb is painted yellow) and in the parking lot across the street. For more information about traffic please visit our website here: <https://milfordyouthcenter.org/traffic-plan/>

Q: Is the space accessible (ADA compliant, elevators, etc.)?

A: Yes, the Milford Youth Center is ADA compliant. There is a ramp on the front left side of the building that leads directly to the front door and an elevator inside. All Handicap parking is

located on the left side of the building. The Front Desk staff will assist with accessibility for all renters and their participants.

Q: Are decorations allowed? Can things be mounted on walls?

A: Decorations are allowed but are not to be hung on any surface of the Milford Youth Center. Applicants and rental supervisors are not authorized to move, remove, or adjust any Milford Youth Center property or equipment.

Q: What happens if I or one of my participants cause damage to the Center during our rental?

A: Rental applicants using all facilities assume responsibility for any loss or damage to the property. They will be sent an invoice from the Center with the cost to cover damage done during the rental. Per [Milford Youth Center Rules and Regulations](#).

Q: Is the gym private during my booking or shared?

A: If only half of the gym is rented, the other half of the gym will still be open to be booked. If full court is rented there will be no other rentals in the gym space.

Q: Is there a minimum booking time?

A: There is a 2 hour minimum required for the gym and a 1 hour minimum requirement for other spaces.

Q: Are spectators allowed?

A: Spectators are allowed if the rental applicant allows them in the space during their rental. Everyone who plans on staying in the building must sign in with the front desk.

Q: Are people allowed to wait inside the Center prior to my rental start time?

A: No, participants will not be allowed to enter the premises prior until the rental start time due to the custodian transitioning and preparing the spaces for the rentals. Participants will be allowed to enter at the scheduled start time of the rental if there is a 21+ supervisor present.

Payment Questions

Q: Why do you charge for your space and where do the funds go?

A: The Milford Youth Center is only partially funded by the Town of Milford. As a result, rental revenue plays a critical role in supporting our operations and sustaining essential programming. Revenue generated through facility rentals helps fund our 10-month free afterschool program, program supplies, staffing, and community events. Without this supplemental revenue, we would not be able to provide these vital programs and services to the Milford community at their current level.

Q: What payment methods are accepted?

A: The Center accepts payment through Unipay, PayPal, check payable to “TOWN OF MILFORD – MILFORD YOUTH CENTER” or cash for all rentals.

Q: Is a deposit required to reserve?

A: Yes, deposit is required. Deposit due date will be included on your invoice. If Deposit is not paid on time it may result in cancellation of the rental.

Q: When is full payment due?

A: Full payment is due on the date listed on the Rental Invoice. Failure to make payment on time may result in the cancellation of the rental.

Q: What’s included in the price?

A: The cost of the rental only includes the space and the staffing.

Q: Are there any additional fees?

A: If other equipment is needed for the rental the pricing will be included in the invoice. If the rental is booked on a weekend custodial personnel shall be paid at the employee’s time and a half (1-1/2) rate of pay at a minimum of two (2) hours. All pricing is available on the [Rental Application](#).

Q: What is the cancellation and refund policy?

A: A refund of 75% of paid charges (excluding staffing) will be granted only if cancellation is received by email to the Director at least 48 hours prior to the event. If cancellation is received less than 48 hours prior to the event, no pre-paid charges will be refunded, and the user may be charged for personal services if departmental personnel reported for duty related to use.

Food Related Questions

Q: Is alcohol allowed? Is a permit required?

A: Alcohol is not allowed at the Milford Youth Center.

Q: Can I bring food for my event?

A: Yes, all food and drink must be purchased from an applicable Board of Health certified business. Food prepared by non-certified businesses is prohibited.

Q: Are food and drinks allowed inside the gym?

A: Only water is allowed in the gym. Glass bottles are not permitted in the Milford Youth Center facility or on property.

Insurance Questions

Q: What if I don't have insurance?

A: Milford Youth Center staff will provide at QR code and link for our individual use waiver. It is the renter's responsibility to ensure that all participants have completed waivers.

Q: Can my child fill out their own Individual Use Waiver?

A: Waivers must be completed for minors by a parent/guardian to be allowed entry. If child is over 18 years, then they may fill out their own waiver.

Q: What if a participant did not fill out a waiver and arrived at the rental?

A: Milford Youth Center rental staff will provide the QR code for the participant to fill out the waiver. They will not be allowed to participate until the staff member confirms the waiver is completed. Individual Use Waivers are not the same as Afterschool forms and Summer Camp Registrations and will not qualify for rental use and participation.

All rules and regulations can be found here: <https://milfordyouthcenter.org/wp-content/uploads/2025/06/MILFORD-YOUTH-CENTER-Rules-and-Regulations-Revised-5-6-25-PDF.pdf>