

**Chapel of Our Lady of the Snows
Meadows Community Center and/or Kitchen
Use Agreement
for Nonprofit Organizations**

**This Rental Contract is between Our Lady of the Snows Parish of the Archdiocese of Anchorage
and the Renter.**

Renter's name: _____

Renter's address: _____

Renter's phone: _____ Renter's email: _____

Nonprofit Organization name: _____

Purpose for rental or name of the event _____

Approximate number of people attending: _____

Facilities and Associated Fees Required:

_____ \$10 Rental Fee (access to the Meadows Community Center and/or the kitchen for up to 1 hour)

_____ \$20 Rental Fee (access to the Meadows Community Center and/or the kitchen for up to 2 hours)

_____ \$25 Rental Fee (access to the Meadows Community Center and/or the kitchen or up to 4 hours)

_____ \$50 Rental Fee (access to the Meadows Community Center and/or the kitchen for up to 8 hours)

_____ Liability Insurance Premium: \$95, payable to K&K Insurance (required, unless a certificate of liability insurance, is provided to the Building Coordinator, 30 days prior to the event)

_____ Security Deposit: \$500 (Please write a separate check dated for the day of the event. This check will NOT be cashed unless damage occurs, or unless the facility is not returned to its original condition in a timely manner. Your check will be returned to you after the event, provided there has been no damage to the premises and reasonable cleanup has been performed, which includes removal of trash to the outdoor trash bins. Paper and plastic products in the kitchen are for congregational use only. Thank you for being respectful. Cleaning products, trash bags, a broom, a mop, a vacuum cleaner, and a carpet shampooer are provided for your use.)

Payment of the Rental Fee and a signed agreement are required to confirm the requested date. All cancellations must be made at least 30 days prior to the event in order to receive a full refund. (Insurance, once purchased from K&K Insurance, is non-refundable.) The \$95 insurance premium (or certificate of insurance), and the \$500 security deposit, are all due 30 days prior to the event.

Rental Dates and Time:

Day, Date, and Time: _____ from _____ until _____

By signing this agreement, the renter signifies that he/she has read, understands, and agrees to abide by the General Building Use Policies.

Renter's signature Date

Building Coordinator's signature Date