

**Chapel of Our Lady of the Snows
Religious Event
Chapel Use Agreement**

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: _____

Approximate number of people attending: _____

Officiant: _____

Please specify the type of religious event: _____

Facilities and Associated Fees Required:

_____ Funeral/Memorial Service: **There is no Rental Fee and Liability Insurance is not required. Donations are accepted.**

_____ All other religious events (excluding funerals, memorial services, and weddings): **\$50 per hour Rental Fee**

_____ 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) Liability Insurance is not required for Funerals and Memorial Services.**

_____ 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.)**

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