

**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.**

Name of Nonprofit Organization: \_\_\_\_\_

Renter (responsible party): \_\_\_\_\_

Renter's address: \_\_\_\_\_

Renter's phone: \_\_\_\_\_ Renter's email: \_\_\_\_\_

Purpose for rental or name of the event: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

**Facilities and Associated Fees Required:**

\_\_\_\_\_ Rental Fee — \$25 per hour, for access to The Meadows Community Center and/or the kitchen, including set-up and clean-up. (The kitchen is to be used for the reheating and warming of food, and not the primary preparation.)

\_\_\_\_\_ Liability Insurance Premium: \$95, payable to K&K Insurance (This insurance premium is required, unless a certificate of liability insurance, naming Our Lady of the Snows as an additional insured, from the renter's own insurance carrier is provided to the Building Coordinator 30 days prior to the event.) Please see Policy #16, in the General Building Use Policies, for more information.

\_\_\_\_\_ 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 nonrefundable.) The \$95 insurance premium (or certificate of insurance) and the \$500 security deposit, are all due 30 days prior to the event.

**Rental Date(s) 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 **Chapel of Our Lady of the Snows and The Meadows Community Center General Building Use Policies.**

\_\_\_\_\_  
Renter's signature Date

\_\_\_\_\_  
Building Coordinator's signature Date