

**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's name: _____

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: \$100, 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 or 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 \$100 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