

Chapel of Our Lady of the Snows and The Meadows Community Center General Building Use Policies

Our Lady of the Snows Chapel (OLOS) and The Meadows Community Center (MCC) are available to the public for religious services, weddings, congregational meetings, fellowship activities, related administrative purposes, and for charitable and community service activities. Religious groups, charitable organizations, community groups, and governmental agencies may use OLOS and MCC for approved purposes. Fees established for building use will be determined by the activity and will be equitable for all groups.

Any group wishing to use OLOS or MCC will need to submit a Building Use Agreement to the Building Coordinator. The application will then be reviewed by the OLOS Parish Pastoral Council and a decision will be made in a timely manner.

General Building Use Policies:

- 1.** The OLOS Parish Pastoral Council reserves the right to restrict or refuse access to the facility and grounds.
- 2.** Smoking is not permitted in or immediately around the building.
- 3.** The serving of alcohol may be allowed for wedding rehearsal dinners and wedding receptions, upon review and approval by the OLOS Parish Pastoral Council. Renters are expected to serve alcohol responsibly; their guests are expected to drink responsibly and to treat the premises with the utmost respect. A \$500 Alcohol Deposit is required. This deposit is in addition to the \$500 Security Deposit. These two deposit checks will NOT be cashed, unless damage occurs, or unless the facility is not returned to its original condition in a timely manner. These two deposit checks will be returned to you, or destroyed, after the event, provided there has been no damage to the premises and reasonable cleanup has been made.
- 4.** Permission to move any OLOS furniture or equipment must be obtained through the Building Coordinator prior to anything being moved, and everything must be returned to its rightful place after use. This must be completed within the allotted rental time or an extra fee will be charged. We respectfully ask that the piano not be moved or relocated. The Crucifix shall not be moved or covered. The Altar is a sacred object, unlike any other table. It should be treated with reverence and respect. Flowers, linens, candles, and a Bible may be placed upon the Altar.
- 5.** Any storage of renter's materials should be arranged with the Building Coordinator.
- 6.** The kitchen is available for catered events and is primarily for the reheating of food.
- 7.** Food and beverage items are not permitted in the chapel area.
- 8.** The renter is responsible for the cleaning of all areas used. Cleaning products, trash bags, a broom, a mop, a vacuum cleaner, and a carpet shampooer are provided for your use.
- 9.** Trash should be bagged and placed into the trash bins in the mechanical room.
- 10.** All incidents must be promptly reported to the Building Coordinator. Incidents include accidents or injury, and building damage.
- 11.** Cancellations must be made at least 30 days in advance of an event in order to receive a refund. There will be a processing fee of \$35 charged for the refund of rental fees. Liability insurance, once purchased from K&K Insurance, is non-refundable.

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12. ONLY SERVICE ANIMALS ARE ALLOWED IN THE BUILDING.

13. The renter or designee must be present while the building and grounds are in use. NO UNSUPERVISED ACTIVITIES ARE PERMITTED, especially when children are involved.

14. Rice and birdseed attract bears and should not be thrown outside. Bubbles or flower petals are suggested alternatives.

15. Unless an aisle runner is used, real flower petals are not permitted in the chapel as they may stain the carpeting. Silk petals are fine.

16. General Liability Insurance, in the amount of \$1,000,000 per occurrence and \$1,000,000 aggregate, naming the Archdiocese of Anchorage-Juneau/Our Lady of the Snows Mission as the additional insured party, must be secured by the renter. A Certificate of Liability Insurance must be on file with the Building Coordinator 30 days prior to the scheduled event. A special event policy may be purchased from K&K Insurance for \$100. The Building Coordinator will handle the transaction for you. K&K takes payment either by credit card or by debit from your checking account.

17. *For the purpose of scheduling events at OLOS and MCC, **holiday rates** will apply on the following days: New Year's Day, Valentine's Day, Easter, Memorial Day Weekend (Friday-Monday), all three days of the Girdwood Forest Fair, Independence Day, Independence Day Weekend (Friday-Monday), Labor Day Weekend (Friday-Monday), Halloween, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

Prohibited Uses of the Building:

1. Commercial use.
2. School or day-care.
3. Overnight activities.
4. Operation of a bingo hall or any other form of gambling.
5. Any unlawful purpose or any use which constitutes a nuisance.
6. Any use by renters which conflicts with the rules of the Catholic Church and its understanding of the nature of marriage.

Conditional Use Policy:

OLOS reserves the right to cancel events due to special circumstances or terminate the use of the facilities, even after an event has begun. It is the sole and absolute discretion of the Building Coordinator and/or the OLOS Parish Pastoral Council to cancel or terminate an event. Failure by any user group to follow the General Building Use Policies may result in denial of future use and forfeiture of the \$500 security deposit.

Reporting Accidents and Damage to Building, Equipment, or Furniture:

Damage to the building, equipment, or furniture must be reported to the Building Coordinator. The renter agrees to pay reasonable costs for time, for replacement of anything damaged, or repair of any damage to the facility. Building damage, an accident, or first-aid treatment must be immediately reported to the Building Coordinator. The facility does not provide medical insurance.

Please retain a copy of these policies and the Building Use Agreement.