

MUNICIPALITY OF ANCHORAGE
EAGLE RIVER/CHUGIAK PARKS AND RECREATION
Phone: (907) 343-1500

ROOM RENTAL RESERVATION REQUEST
Eagle River Town Center Community Room 170

Complete this form and email request to: eagleriverparks@muni.org OR fax to: (907) 694-5010

ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

E-MAIL: _____

TELEPHONE: _____ CELL: _____

DATE(S) OF USE: _____ NUMBER OF GUESTS: _____

TIME (INCLUDE SET-UP/BREAK-DOWN) _____

PURPOSE/INTENDED USE (DESCRIPTION OF EVENT): _____

ANY FEES CHARGED FOR ATTENDANCE? YES _____ NO _____

Will you or your guests be drinking or serving alcohol at this Park/Facility? YES _____ NO _____

If YES, an alcohol waiver must be obtained through Eagle River Parks & Recreation at

<http://www.muni.org/Departments/ERparks/Documents/AlcoholWaiver.pdf>

Follow the directions on the form (A fee of \$264 will apply and a certificate of liability of insurance & waiver of subrogation required). **Alcohol is not allowed at Municipal parks & facilities without this waiver.**

General liability insurance & waiver of subrogation with a copy of the insurance binder naming the Municipality of Anchorage, Parks and Recreation, P.O. Box 196650, Anchorage AK 99519-6650 as co-insured. Special activity/event insurance may be required if alcohol will be served.

Community Room 170 rate: \$45/hour

Surcharges After-hours & Holidays:

\$50 one-time fee per rental

Please note this is a request for consideration NOT A RENTAL AGREEMENT for use.

PAYMENT

To secure reservation, **payment must be received and the rental agreement must be signed** BEFORE your reservation is complete. Payment can be made by cash, check or credit card. You are welcome to pay by phone with your credit card; however, the process is not complete until the permit has been signed.

Please note: cancellation of your event does not excuse the applicant from the financial responsibility. Failure to pick up an unpaid permit or to cancel a reservation will result in the permittee being billed for the permit.

REFUND POLICY

A **written** request must be received **two (2) weeks** prior to the event for a full fee refund.

<u>Cancellation Prior to Event</u>	<u>Rental Refund Due</u>
Prior to two (2) weeks	100%
7-13 days	75%
3-6 days	50%
1-2 days	25%
Day of or after event	0%

USE

The permit holder shall indemnify, save harmless and defend the Municipality of Anchorage, Eagle River/Chugiak Parks & Recreation, its officers, agents and employees from liability of any nature or kind, including cost and expenses, for or on account of any and all legal actions or claims of any character whatsoever resulting from injuries or damages sustained by any person or persons or property as a result of any error, omission or negligent act of the permittee relating to the use of the facility/park.

**Eagle River/Chugiak Parks & Recreation
12001 Business Blvd., Ste. 123
Eagle River, AK 99577**

I acknowledge the above use guidelines.

Name

Date

ROOM 170 RENTAL AGREEMENT

*AS THE RESPONSIBLE PARTY REQUESTING THE USE OF THIS FACILITY,
I AGREE THAT THE MEMBERS OF MY GROUP WILL ABIDE BY THE FOLLOWING RULES*

Fees

- Full payment of all fees is due upon the submission of this *Room Rental Agreement*. The Supervisor or his/her designee must approve any alternate payment schedule.
- Renters may be required to pay a cash cleaning deposit **before** entering room on the day of rental. Deposit varies with event (\$100 to \$600) per Facility Supervisor approval.
- Renters will be held financially responsible for any damages.
- **All set up and clean up must be completed during the requested rental time.**
- Renters must pay for all time reserved, even if not used (i.e. late start or early end of rental).

Cancellations

- All cancellations and changes must be submitted in writing and will be eligible for a refund or billing according to the following schedule:
 - 14 days prior to date of rental100% refund
 - 7 – 13 days75% refund
 - 3 – 6 days50% refund
 - 1 – 2 days25% refund
 - Day of the rental.....0% refund

Conduct

- Staff will frequently monitor all rooms.
- Children must be supervised at all times, if found causing a disturbance or not being supervised, parents or guardians will be asked to remove them from the facility.
- Anyone being disrespectful to the staff or not following facility rules will be subject to suspension from the facility.
- Rental participants wanting to use any other part of the facility must pay the appropriate activity fee.
- Renters must exit building completely by end of rental period.

Set Up

- **Renters will not be permitted in the room to set up or clean up before or after the requested rental time.**
- Equipment or furniture cannot be moved without prior approval.
- The use of tape, staples, or glue to place signs or decorations anywhere in the building without prior approval is prohibited.

Clean Up

- Renters will be charged for any clean up that lasts longer than the requested reservation time.
- Anything spilled on the floor or tables will be cleaned up immediately.
- All tables and chairs must be returned to the appropriate storage location.
- If the room is not returned to its original condition, the renter will be charged a *cleaning fee of \$75 per hour*.

Facility Rules

- Smoking is prohibited inside the building or within 50 feet of building.
- Red colored beverages (e.g. Kool-Aid, punch, etc.) are prohibited in rooms with carpet.
- Renters must remove trash bags and throw all garbage in the dumpster.

Alcohol Use

- Alcoholic beverages are prohibited unless the renter has an approved *Alcoholic Beverage Permit*. A completed *Alcoholic Beverage Permit Application* must be submitted and paid for at least 5 working days prior to the rental in order to be considered for approval.

The Director or his/her designee will make all judgments concerning these rules and any information not covered in these rules.

The person signing this agreement must be 18 years of age or older and will be the responsible person attending the event. The submission of this Room Rental Agreement does not guarantee that the requested time is available. The rental time or room is not approved until the Permit is issued and signed by the Director or his/her designee. _____ (Initials)

I have read and understand the conditions of the Eagle River/Chugiak Parks and Recreation Room Rental Agreement. I understand that if I cancel my reservation that I must submit a written notice a minimum of 14 days prior to my scheduled function, otherwise I will be responsible for the room rental fee. My signature below verifies that I agree to abide by the terms listed in this agreement. Failure to comply with any financial obligation may result in Bill for Collection action.

The Municipality of Anchorage reserves the right to cancel this permit at any time for any reason. Fees are subject to change at any time without notice.

Printed Name

Signature

Date

