



GIRDWOOD PARKS & RECREATION

907-343-8373

REQUEST FOR FACILITY RENTAL: GIRDWOOD COMMUNITY ROOM

Complete this form and return to:
Girdwood Parks and Recreation, PO Box 390, Girdwood, AK 99587

Applicant: _____

Address: _____

Email: _____

Telephone: _____ **Cell Phone:** _____

Event Date of Use: _____ **Anticipated # of attendees:** _____

Time of Use: (include set up and tear-down): _____

Purpose/Description of Event: _____

Is this a private event? _____ **Is this event open to the public/Corporate/Organization/Vendor, Church Use?** _____

Public, Corporate, Organization, Vendor, and Church events are required to provide a Certificate of Insurance showing the Municipality of Anchorage as Additional Insured and Waiver of Subrogation.

Room Rental Fee: Total # Room Rental Hours: _____ **x \$10.00 per hour = Total Rental Fee:** _____

Kitchen Use Fee: Total Kitchen Use Hours: _____ **x \$20.00 per hour = Total Kitchen Fee:** _____

Kitchen is adequate for warming only. No food preparation permitted.

Will alcohol be consumed or served at this event? Yes _____ No _____

If Yes, an alcohol waiver must be obtained through Girdwood Parks and Recreation. Complete the alcohol waiver form.

A fee of \$264 will apply, and a Certificate of Insurance showing the Municipality of Anchorage as additional insured and waiver of subrogation are required.

Alcohol is not allowed at Municipal parks and facilities without this waiver.

Cleaning: Cleaning supplies are not furnished. Under the terms of this agreement, the facility is to be returned to rental-ready condition by the end time established in this permit request.

Deposits:

Refundable deposits for cleaning/security and kitchen use are required to reserve this space.

These deposits are to be made through a separate payment from the rental fee and kitchen rental fee. Deposits will be returned after inspection by the Facility manager and cleaning contractor.

Cleaning/Security deposit for group of less than 20 attendees is \$250.00

Cleaning/Security deposit for group of more than 20 attendees is \$500.00

Kitchen deposit is \$200.00

Two (2) Separate checks for the following:

Security/Cleaning/Kitchen Deposit Check # _____ Payable to: Municipality of Anchorage

Rental Fee Payment Check #: _____ Payable to: Municipality Of Anchorage

Renter/User has read, understands and agrees to abide by this Facility Use Agreement including the Terms and Conditions attached:

Renter/User Date

Key Issued #: _____

Facility Manager Date

Key Returned Date: _____

Form of Payment: Cash _____ Check _____ Credit Card _____

Deposit Check Returned Date: _____ Deposit withheld for: _____

Permit only issued to paid users. Payment required to confirm reservation.

**** Please note: Bouncy Houses are not allowed in the Girdwood Community Room ****

Girdwood Community Room
Facility Use Policy

Definitions:

- “GCR”, means the Girdwood Community Room, located in the Girdwood Community Center.
“GBOS”, means the Girdwood Board of Supervisors, their designated facility manager, or agent.
“GVFD”, means the Girdwood Volunteer Fire Department.
“GBL”, means Gerrish (Girdwood) Branch Library.
“GPR” means the Girdwood Parks and Recreation.
“Users”, “Group”, “Organization(s),” means the organization or individual using the Girdwood Community Room

Rental procedures:

1. Complete and return Request for Community Room Rental, with required deposits and fee payment.
2. You will receive a permit from Girdwood Parks and Rec for use of the space
3. 1 week prior to event date, confirm key access to the room with GPR staff.
Receive key, if necessary, 1-2 business days prior to event.
4. Set up, use, and clean up of event is renter’s responsibility.
Additional chairs and tables are stored in the closet on the north end of the room.
Spare carpets for protecting the community room carpet are also stored there.
5. After event, clean up responsibilities are:
Remove all trash
 - a. Replace liners. New liners are under the sink
 - b. Dumpsters are located on the other side of the Fire department by the Tennis courtsVacuum Carpet
 - a. Including both Black Carpet runners at the entrance of the room
 - b. Vacuum is located in the corner under the coat rackClean the kitchen
 - a. All Dishes, Coffee Makers, etc. should be dried and put back in there original locationsReturn chairs and tables to their original location
 - a. 3 tables under the windows on the east end of the room
 - b. Chairs line perimeter of the room along the west end of the room, under the windows (15 on each side and 12 along the window end)
 - c. Please return any additional tables and/or chairs that where taken out of the storage closetTurn off lights
Lock Doors to Community Room
Lock Main Entrance doors to the building if library is closed
 - a. Key for bar locks on doors is located above the bulletin board in the community room.**A CLEANING FEE WILL BE CHARGED IF ROOM IS LEFT UNTIDY or for STAIN REMOVAL**
6. Leave key in library drop box.
7. After review of the facility, refundable deposits will be returned or renter will be advised of cleaning fees to be retained.

Policy:

It is the policy of the Municipality of Anchorage to make rental facilities available on a nondiscriminatory basis while maximizing revenue opportunities to offset expenses.

The primary user groups for the GCR are:

- The Girdwood Volunteer Fire Department
- The Girdwood Board of Supervisors
- The Scott and Wesley Gerrish Library

Scheduling conflicts between the primary user groups shall be resolved by GPR staff. The GBL shall have priority access/reservations for regularly scheduled events & programs, such as story time and other programs. Library Staff shall provide a list of days and dates for such events a year out, as to minimize conflict and confusion.

When the GCR is not being used by one of the three primary user groups, the room may be made available for rental on a first come, first served basis. The GCR is made available, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. Permission to use the GCR, whether rented or provided at no charge does **not** constitute an endorsement or sponsorship of any group, individual, organization or event.

A signed copy of the *Request for Facility Rental* must accompany all payments whether made in person or by mail. A signed *Request for Facility Rental* is mandatory, even if rental fees are waived.

General Terms and Conditions of Use and Operations:

1.) A confirmed Request for Facility Rental is required to reserve any meeting area. A signature is required to confirm. By signature, user agrees to comply with the Facility Use Policy and procedures.

2.) A minimum reservation of two hours is required for the GCR. **Set up, take down, cleaning and rehearsal time must be included in a reservation.** Reservations are limited to those dates, times, rooms, and areas listed in the Request for Facility Rental.

3) Status order of a reservation is determined by date of receipt by GPR of the signed Request for Facility Rental, not the date of initial inquiry, and payment of fees, if applicable. Applications for use during any calendar year (January 1 - December 31) are processed as received during that year. Applications for the following year are accepted beginning October 1, and are processed in the order received. Facility Requests for the following year submitted prior to October 1, will not be accepted. Groups/Users who utilize the GCR on a regular basis are required to submit a new application each year. A reservation not confirmed within one week of the event may be canceled.

4) Fees: When a reservation has been confirmed by both the user and GBOS, the user is liable for rental fees. Fees are due within thirty (30) days of confirmation for advance booking with a signed *Facility Use Agreement*. Users will be billed, in half-hour increments, for pre- or post event use not previously negotiated in the *Facility Use Agreement* and for unpaid, un-canceled reservations. All measures necessary to insure safe and lawful conduct of activities, including but not limited to, crowd control measures and fire prevention shall be undertaken and financed by the user. Specialized technical assistance for teleconferencing, lighting etc., where required, is at user's expense.

5) Any cancellation or change to a confirmed reservation must be in writing, addressed to:
PO BOX 390 Girdwood, AK 99587 Specify the room(s), date(s) and time(s) of use to be canceled and/or changed. Cancellation/change notification must be received a minimum of 30 days prior to the scheduled event to be eligible for a refund of fees. No refunds can be made for events booked and canceled and/or changed within 30 days of the scheduled event. Failure to notify GBOS of a cancellation; non-payment of fees for a confirmed reservation; abuse of meeting room privileges; or noncompliance with Facility Use Policy may result in immediate cancellation of use, denial of future use and forfeiture of fees.

6) Conditional use: The user shall defend and hold harmless from, and indemnify the MOA and GBOS for liability and claims arising out of acts or omissions of the GCR, employees, participants, agent or contractors. A certificate of insurance may be required.

7) Additions to or alterations of GCR equipment, electrical or mechanical systems are prohibited. All decorations, scenery, etc. shall be erected without defacing the facility in any way, are subject to the approval of GBOS and shall be installed and removed from the facility within the time reserved. No items/materials may be affixed to walls, doors, flooring, furniture, etc. that will leave a residue, stain, scratch or otherwise mar these surfaces. Tape of any type may not be used on any walls, furniture, fixture, window, stage, or any other article in or around any part of the building. The following are not allowed in the GCR: smoking, candles, open flame, flammable, combustible, or smoldering decorations, smoke or fog generating equipment or apparatus. Public Address systems may be used to play recorded music in the GCR, as long as it does not interfere with library operations. Stand-alone sound systems may not be tied into any facility sound system. Use of any item requiring 220 volt current, including items utilized by catering firms, requires submittal of a written request, in advance of the proposed use, outlining the type of equipment and location desired for use before consideration will be given to such requests.

8) Interruption or Termination of the event. GBOS reserves the right to interrupt, terminate or cancel an event when, in the sole judgment of GBOS, such act is necessary in the interests of public safety and/or user is in violation of this policy. User waives any claim for damages or compensation should the event be interrupted, terminated or canceled.

9) Users are financially liable for any damage to the facility or equipment caused by or as a result of their use and are required to report such damage as soon as possible after the incident and shall take only such action as is reasonably necessary to stop or contain damage. GBOS will repair, clean or take such other reasonable action as is necessary to clean and/or repair such damage. Payment for any damage(s) is the responsibility of the user and shall be made to GBOS within thirty (30) days of receipt of any billing.

10) Laws and Ordinances: Use shall be in accordance with all applicable Federal, State and Municipal ordinances, statutes, rules and regulations.

11) Users must check in and out with GBOS. Government-issued photo identification is required to access the rented area and/or equipment. The identification will be retrieved when equipment has been returned, user has restored the area to original configuration, and the area has been checked out by GBOS.

12) No flyers, banners or other type of advertisement may be posted in the windows or outside the building advertising events without the express written permission of GBOS. Simple signs including group name and directions to room used may be placed for the sole purpose of directing users to the room. Use of any type of tape is explicitly forbidden for any purpose.

13) Users agree to observe posted room capacities and to insure that their use shall not adversely affect those using the library.

14) Users are responsible for their own supplies, specialized equipment, set up and clean up. Tables, chairs and equipment must be returned to the original configuration, arrangement and/or storage location within the time reserved.

15) No items may be stored for any user/group in the GCR. All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period. Any GCR equipment made available for use must be checked out and checked in with GBOS. GBOS is not responsible for items left in, lost, or stolen from GCR and/or grounds.

16) Food and drink are allowed only in designated areas. The sale of food or drink in the GCR or on the grounds is prohibited, without the express written permission of GBOS. Any violation of this policy is grounds for expulsion from the facility. Kitchen facilities are available in the GCR, and use of the kitchen area requires full rental of the GCR.

17) Alcoholic beverages, in meeting areas, is subject to obtaining or possession of an Alcohol Beverage Control Board permit, Municipal Manager's Permit and any other permit or temporary license which may be required by law. Copies of all permits must be submitted to the rental office a minimum of five working days prior to the scheduled event. Copies of permits must be posted in the area where alcoholic beverages are.

18) Advertising/Promotion of events, meeting programs etc., for which the GCR has been reserved, must clearly state the sponsor of the event and a local contact telephone number. Promotional materials, press releases etc., must be worded so that it is clear to the general public the event is not sponsored by GBOS or the Municipality of Anchorage. Non compliance with this policy may lead to immediate cancellation of the event and forfeit of rental fees paid.

19) Holiday Use of the GCR is dependant on approval of GBOS, and user groups may be required to pay for a staff person if necessary.

Employee Use:

Municipal, GVFD, and GBOS employees and volunteers are expected to follow the Girdwood Community Room *Facility Use Policy*, whether for personal or staff use.