



Anchorage Parks and Recreation

Facility Rental Application



Name:	Is this for an organization			No	Yes
Address:	City	State	Zip		
Phone:	Home	Work	Fax	Cell	
Birth date:	Email:				
Purpose of Event:	Estimated Attendance:				
Organization Name:	Address:				

Is The Event Open To General Public?	No	Yes	Will Audio/PA Equipment Be Used?	No	Yes
Is There An Admission Fee?	No	Yes	Will Alcohol Be Consumed?	No	Yes
Are there Sales/Donations?	No	Yes	Security Planned?	No	Yes
Will you be having in a Bouncy House, rock wall, pony ride at your event? (Outdoor only)				No	Yes

Dates of Use	Rental Time (include setup/clean up)	Event Time
____/____/____	_____ to _____	_____ to _____
____/____/____	_____ to _____	_____ to _____
____/____/____	_____ to _____	_____ to _____
Additional Notes:		

I have read and agree to the provided policies and rules. I as the renter am liable for understanding and following all of the rules listed in the provided "Policies and Rules" document. I agree that I have been provided with this document.

(Renter initials: _____)

The person signing this agreement must be 18 years of age or older and will be the person attending the event as well as having the liability for overseeing the event.

The Municipality of Anchorage reserves the right to cancel this permit at any time for any reason.

The permit holder shall indemnify, save harmless and defend the Municipality of Anchorage, 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/garden plot.

Printed Name _____ Signature _____ Date _____

Spenard Community Recreation Center

2020 W 48th Anchorage, AK 99517-3171
Phone 907-343-4160 Fax 907-248-0859
Spenard@anchorageak.gov

Please check off all the items you are requesting for your rental:

Room Fees:

Gymnasium (2 hour minimum)	\$85/hour
Multi-Purpose Room	\$80/hour
Kitchen	\$50/hour
South (small) Conference Room	\$30/hour
Game Room	\$50/hour
Dance Studio	\$58/hour

Equipment Fees:

Tables (# _____)	No charge
Chairs (# _____)	No charge
Projector - Multi-Purpose room	No charge
Toddler Time Equipment Ages 1-4 yrs	\$125/day

Fairview Community Recreation Center

1121 E. 10th Avenue Anchorage, AK 99501
Phone 907-343-4130 Fax 907-343-6049
Fairview@anchorageak.gov

Please check off all the items you are requesting for your rental:

Room Fees:

Gymnasium (2 hour minimum)	\$85/hour
Multi- Purpose Room	\$80/hour
Kitchen	\$50/hour
Dance Studio	\$58/hour
Game Room	\$40/hour
Party Room	\$30/hour

Equipment Fees:

Tables (# _____)	No charge
Chairs (# _____)	No charge

Capacity

MPR 140 people
Gym 300 people
Dance Studio, Game Room, Party Room 20 people

Mountain View Community Center

315 Price Street Anchorage, AK 99508

Please check off all the items you are requesting for your rental:

Room Fees:

Gymnasium (2 hour minimum)	\$85/hour
Multi- Purpose Room	\$60/hour
Teen Room Meeting space	\$45/hour

Equipment Fees:

Tables (# _____)	No charge
Chairs (# _____)	No charge

The gym rental is only for recreational use and 2 weeks in advance of rental date request. No food or drinks in the gym.

Surcharges:

Before/After Hours Rental (charge is in addition to room rates)	\$100/hour
Alcohol Waiver Fee (Alcohol waiver form required)	\$264/day
Vendor/Fundraising Fee	\$100/day

Kincaid Outdoor Center

9401 W Raspberry Road
Anchorage, AK 99502
Phone 907-343-6397 Fax 907-249-7530
Kincaid@muni.org

Please check off all the items you are requesting for your rental:

Room Fees:

North Room	\$95/hour
East/West Combo Room	\$100/hour
West Room	\$80/hour
East Room	\$40/hour
Food Service Area (Kitchen)	\$20/hour
Bunker Annex	\$60/hour
Sundeck	\$40/hour

Equipment Fees:

BBQ Grill	\$55/day
60" Round Tables (max 24) (# _____)	No charge
6 ft Rect. Tables (max 30) (# _____)	No charge
Chairs (max 275) (# _____)	No charge
White Chairs (max 110) (# _____)	\$50/event
Lectern	No charge

Surcharges:

Before/After Hours Rental	\$100/hour
(charge is in addition to room rates)	
Alcohol Waiver Fee	\$264/day
(Alcohol waiver form required)	
Vendor/Fundraising Fee	\$100/day
Trail use (per registered participant)	\$2/person

Special Event Fees:

Park Use					
<300	301-500	501-1,000	1,001-3,000	3000+	
\$150	\$250	\$415	\$700	Inquire	

Picnic Shelter Fees:

Shelter Use (11-3p or 4-8p)	\$75
Shelter Use (11-8p)	\$95
(Only available in summer)	

Lidia Selkregg Chalet

1600 Lidia Selkregg Lane
Anchorage, AK 99508
Phone 907-343-6992 Fax 907-332-1676
RussianJack@muni.org

Please check off all the items you are requesting for your rental:

Room Fees:

Main Room w/kitchenette	\$55/hour
(55 seated w/tables)	
(75 theater style seating)	
(120 standing)	
Lower Room	\$20/hour
(20 people max)	
Outside Area (adjacent to chalet)	
Up to 4 hours	\$65
4-8 hours	\$85

Equipment Fees:

Tables (# _____)	No charge
Chairs (# _____)	No charge

Special Event Fees:

Park Use					
<300	301-500	501-1,000	1,001-3,000	3000+	
\$150	\$250	\$415	\$700	Inquire	
Golf Course (per 4 hours)					\$275
(Tournament/Race/Special Event)					
* Individual Green Fees additional					

Surcharges:

Before/After Hours Rental	\$100/hour
(charge is in addition to room rates)	
Alcohol Waiver Fee	\$264/day
(Alcohol waiver form required)	
Vendor/Fundraising Fee	\$100/day
Trail use (per registered participant)	\$2/person



Anchorage Parks and Recreation

Rental Policies and Rules

This section is for your reference. Don't turn this part in with your application.

Fees

- FULL payment of all fees are due upon the submission of a **Room Rental Agreement and/or a Letter Of Intent**. The Recreation Center's Facility Supervisor or her/his designee must approve any alternate payment schedule.
- Your facility rental is inclusive. **Time for set up and clean up MUST be included in your reservation and you are charged for this time. If your rental goes over the permitted time, you will be responsible for paying any additional rental fees.**
- **The Booking Party must pay for all time reserved**, even if not used (i.e. late start or early end of rental). Refunds are not given if your event ends early.
- The Parks and Recreation Department may require additional staff, depending on the type and size of the event. Additional staff charges will apply.
- The Parks and Recreation Department may require additional sanitation services depending on the type and size of the event. Additional sanitation charges will apply.
- The Parks and Recreation Department may require an 'Assembly Permit' from the Anchorage Fire Department depending on the nature and size of the event. Additional permit fees may apply and are the responsibility of the Booking Party to obtain and present to the Facility Supervisor for review.
- The Booking Party must pay a vendor fee if the function is a fundraising event or if the function is charging for admission, food, selling merchandise, etc.
- The Booking Party shall assume and reimburse the Municipality of Anchorage for any and all costs and expenses determined by the Municipality to be unusual or extraordinary.

Insurance

- The Parks and Recreation Department may require a Certificate of Insurance, depending on the size and/or nature of the event. The Municipality of Anchorage requires all certificates of insurance to be submitted on a standard ACCORD form or on the insurance company's letterhead. The **Municipality of Anchorage, 632 W 6th Avenue, Suite 630, Anchorage, AK 99501** must be listed as the certificate holder as well as an additional insured with respect to general liability. An endorsement naming "The Municipality of Anchorage, its officials, agents, employees, and volunteers" must accompany the Certificate of Insurance. The endorsement page is often referred to as pad CG 20011 11 85. If alcohol will be served, a liquor liability endorsement is also required.
- General Liability Insurance must be in the amount of \$1,000,000.00. Subrogation waiver may be required and the endorsement should accompany the Certificate of Insurance.
- The named insured must match the name of the Booking Party on the application and permit.
- The Certificate of Insurance is due **at least 7 days** prior to the event. In the event that insurance is not obtained in time, refunds will be given according to the Refund Policy listed in this agreement.
- If bringing in a vendor or contracted activities such as a bouncy house, rockwall, pony rides, flipping salmon, etc., the Booking Party will need to provide a copy of the vendor's General Liability Insurance naming the Municipality of Insurance as additional insured.
- The use of private bouncy houses or other inflatable play equipment is not permitted in the recreation facilities.

Cleaning Deposit (Credit Card Only)

- The Booking Party will be required to pay a cleaning deposit on the day of the rental with a credit card. The deposit must be paid before the Booking Party or others (such as caterers) can begin the set up of the event. If the Booking Party is having someone else provide set up, please make sure they have and are aware of the deposit.

The deposit fee is as follows:

\$200.00 — 0-100 people w/o alcohol
\$300.00 — 101-300 people w/o alcohol
\$500.00—Over 300 people w/o alcohol

\$500.00 - For rentals of 0-300 with approved Alcohol permit
\$600.00 - For rentals of 300+ with approved Alcohol permit

- All deposits are fully refundable at the end of the rental time if all the rented areas are clean and free of damage. Failure to clean after the event, or damage has been incurred to the rented or shared spaces due to the event, partial or full forfeiture of your deposit will occur.

Tables and Chairs

- The recreation center is limited in the amount of tables and chairs that are available at any given time. The amount of tables and chairs requested is on a **first come—first served basis**. Check with staff prior to the rental about inventory available at the site.
- If the request for tables and chairs exceeds what is available, it is the Booking Party's responsibility to provide the needed amount of tables and chairs.
- Table coverings must be used during events with food.
- Sterno burners are only allowed underneath serving trays. Sterno cans must not be placed directly on the table: they must be up off the table surface.

Decorations

- Decorations, signage, and any other similar items will not be hung in such a way that may cause damage to walls, doors or structures.
- Existing wall art located in the Multi-Purpose Room cannot be covered, nor can you use tape, staples, push pins, or glue on the wall art. Signs cannot be placed on the wall art.
- Signage may not be placed on the outside of the building unless approved by the Facility Supervisor or the Assistant Facility Manager.
- The use of scotch, duct, masking tape, staples, push pins, or glue to place signs or decorations anywhere in the facility is prohibited. Blue painters tape is acceptable.
- No glitter or confetti is allowed.**
- Helium Balloons are not allowed in the gym at Spenard and Fairview or north room of Kincaid.
- Any and all usage of candles or open flames is prohibited in any Municipality of Anchorage facility unless an exemption is granted through the Anchorage Fire Department (i.e. wedding ceremony or reception). The Booking Party must request and be granted an OPEN FLAME WAIVER from the Anchorage Fire Department. There may be an additional charge from AFD for this waiver form. Customers should allow at least two weeks for the AFD permit to be processed and issued. For more information contact AFD at 267-4900.

Room Capacity

- The total number of people using the rented space shall not exceed the capacity listed for the room. Rooms must adhere to seating and standing Fire Code Restrictions. Room capacity may be reduced according to your set up. Staff can help you with the room capacity.

Setup

- The Booking Party must check in at the front desk of the facility prior to entering the requested room(s) for the event. At that time Parks and Recreation staff will go over the Check In/Check Out Form with the Booking Party and collect your cleaning deposit. The Check In/Check Out Form will note the condition of the room prior to the rental as well as the condition of the room after the rental. At this time staff will also indicate where the emergency exits are. It is suggested that the Booking Party arrive no more than 15 minutes prior to the rental time to go over the check in procedures.
- The Booking Party will not be permitted in the room to set up or clean up before or after the requested rental time. Your caterer, disc jockey, decoration committee, or any other outside service must arrive during your rental time. Guests or service providers cannot be allowed in the rental space until the name on the Booking Party has arrived and the cleaning deposit has been made.
- Early delivery of items such as additional table or chairs for your event must be approved by the Facility Supervisor or the Assistant Facility Manager. Storage fees will apply for early delivery of items. The Municipality of Anchorage does not accept responsibility for any items brought in early. Storage fees will be charged for items left in the center after your event. The Municipality of Anchorage does not accept responsibility for any items left after your event.
- Parks and Recreation Staff will not be responsible for the moving, setting up, or taking down of any equipment brought in by or for the renter and/or caterer.
- **The Booking Party is completely responsible for all set up and breakdown, including cleaning and stacking of all tables and chairs and putting away any other equipment used during the event.**

Changes to Permit

- Changes to the permit at the Booking Party's request must be submitted to the Facility Supervisor in writing, no less than 72 hours prior to the event.
- Once a permit has been issued, any changes to the permit at the request of the Booking Party, shall result in a \$50 processing fee to the Booking Party for each change. Processing fees must be paid by you, prior to the start of the event.

Rental Room Rules

- Parks and Recreation Staff will frequently monitor all rooms.
- Smoking is prohibited inside or within 20 feet of entrances to the building.
- **"The Red Beverage Ban"** is in effect and at no time should any red wine, juice, or other colored beverage be served or consumed in any area that is carpeted. The Booking Party will be charged for carpet stains.
- The recreation center/facility is to remain open to the public during rentals. The public will have access to the lobby and bathrooms. The Booking Party may not set up in the lobby area.
- The Booking Party or any members of the rental group wanting to use any other part of the facility must pay the appropriate activity fee.
- The Booking Party agrees not to bring onto the premises, any material, substance, equipment, or object which is likely to endanger the life of, or cause bodily injury to any person or property or which is likely to constitute a hazard.

Cancellations/Refunds of Permit

- All cancellations must be submitted in writing by the Booking Party and will be eligible for a refund according to the following schedule. Please note that the original receipt and the Booking Party's driver's license number is required to process any refund request.
 - 100% refund—14 days prior to the event
 - 75% refund—7-13 days
 - 50% refund—3-6 days
 - 25% refund—1-2 days
 - 0% - day of the rental
- Failure to notify Parks and Recreation staff of a cancellation will not release the Booking Party from their rental obligations.
- Failure to produce the required insurance, will not release the Booking Party from their rental obligations.
- In case of emergency or for reasons beyond the Municipality's control, the Municipality reserves the right to cancel the scheduled event prior to event's scheduled time without liability. Refunds will be made if cancellation by the Municipality is necessary.
- **PLEASE NOTE:** Cash or Check refunds may take up to 4-6 weeks to process.

Conduct

- The Booking Party is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The Booking Party is responsible for the control and supervision of all people in attendance of their event. The Booking Party shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility including the surrounding park areas and parking lot. If damages or behavior of the group are deemed inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the facilities.
- Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 15 minors. Chaperons must be present at all times.
- Minors must be under adult supervision at all times.
- Anyone being disrespectful to the staff or not following facility rules will be suspended from the facility.

Clean Up

- Anything spilled on the floor or tables must be cleaned up immediately by the Booking Party.
- Renters will be responsible for removing decorations, vacuuming or sweeping rental areas, wiping down tables and chairs, returning tables and chairs to the appropriate location, emptying all trash cans in the rental area, and throwing trash bags in the dumpster located in the parking lot. Renters are also responsible for wiping down counters, sinks, and emptying trash cans in the kitchen if the kitchen is used by the Booking Party.
- Parks and Recreation staff will provide your rental with cleaning supplies such as brooms, mops, and trash bags for clean up if needed.
- **The premises must be left in as clean and neat of a condition as found** at the beginning of the rental period. Damages to the facility by the Booking Party, its guests, volunteers, vendors, or attendees shall be assessed fees to replace and/or repair damages. If the room(s) is not returned to its original condition, the renter will be charged a cleaning fee of \$100.00 per hour.
- **Renters will be charged for any clean up that lasts longer than the requested reservation time.**
- All food, beverages, equipment, and rented supplies must be removed from the premises immediately after your use of the facility and no later than the time stated on the face of this contract.
- Prior to leaving the facility, please double check your belongings to make sure you have not inadvertently packed up any municipal equipment with your items.
- Before your group has officially left the building at the end of your rental time, the Booking Party or authorized designee shall need to check out with the on-duty staff person so that confirmation of appropriate cleanup of the rental space has been completed.

Kitchen Rental (If applicable)

- If the Booking Party will be selling food that is prepared in the facility kitchen, a permit from the MOA Health Department must be provided to the Facility Supervisor prior to the rental. Please obtain signed commissary form from us to present to the MOA Health Department. The renter must also provide a copy of their business license and general liability insurance of \$1,000,000.00 with a copy of the insurance binder identifying the Municipality of Anchorage as additional insured. (Subrogation Waiver may also be required) Vendor fees for food, beverages, or items being sold shall apply.
- All spills inside refrigerators and/or freezers must be properly cleaned.
- All leftovers should be discarded or removed at the close of event.
- All appliances used must be wiped down, both inside and out.
- All sinks must be cleaned, including food traps. No food or debris should be washed down the drain nor left in the sinks or food traps.
- Prep tables and countertops must be washed and dried using disinfectant cleaner. Please see staff for appropriate cleaner
- Garbage cans will be emptied by the Booking Party. Trash bags need to be thrown in the dumpster located in the parking lot.
- Kitchen floor is to be swept and mopped. All spills must be cleaned.
- The Booking Party must bring in its own kitchen supplies such as utensils, pans, dishes, dish soap, etc.

Alcohol

- Alcoholic beverages are prohibited unless the renter applies for, receives, and displays the proper Alcohol Beverage Permit. There is an additional fee of \$264.00 for this permit.
- A completed Alcohol Waiver Form package must be submitted and paid for at least 14 days prior to the rental in order to be considered for issuance of alcohol permit. This includes a certificate of general liability insurance, party plan, drivers plan, and a possible security plan for the serving area. This package needs to be completed and received by the Parks and Recreation Administrative office a minimum of fourteen (14) days prior to your event for review and approval by the Recreation Superintendent. Please refer to the Alcohol Waiver Form on www.muni.org/parks/reservations for more information on information required to be provided, as well as information on serving alcohol free of charge at a function vs. sales.
- The Booking Party shall also provide general liability insurance in the amount of \$1,000,000.00 with a copy of the insurance binder identifying the Municipality of Anchorage as additional insured at least 14 days prior to the event. (Subrogation Waiver may also be required) The name of the insured, the insurance carrier, the policy number and the coverage limits must be stated on their certificate of insurance, as well as the effective and expirations dates for the coverage. An endorsement naming "The Municipality of Anchorage, 632 W 6th Avenue, Suite 630, Anchorage, AK 99501" as additional insured must be stated on the certificate of insurance. A liquor liability endorsement is also required and must be stated on the certificate of insurance ("Dram shop", and/or "liquor host liability") for sale of alcohol.
- The name on the insurance form MUST BE THE SAME ON THE PERMIT issued by Parks and Recreation.
- If alcohol is being sold and/or the event is advertised to the public or open to the public, the Booking Party must have a copy of their ABCB Permit on file with the Parks & Recreation Department seven (7) days prior to the event. The Booking Party's vendor must have their general liability insurance coverage with an endorsement naming the "Municipality of Anchorage, 632 W 6th Avenue, Suite 630, Anchorage, AK 99501" as additionally insured. Please note that there is an additional per cup fee for alcohol sales.
- Beer, wine, and wine coolers only may be served. No hard liquor is permitted.
- Alcoholic beverages will only be served to guests over 21 years of age, and neither the Booking Party nor their guests may leave or enter the building or requested room with alcoholic beverages or with open containers of alcohol. Alcoholic beverages are to be served only in the room or designated areas approved for the event.
- The Booking Party shall issue a last call for alcohol beverages no later than one half hour prior to the end of the function.
- The Parks and Recreation Department may require security personnel and a security plan dependent upon the type and size of the event. The Booking Party must obtain security that is licensed, bonded, and insured.