

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

Note: For Weddings and Receptions, see “Building Use Policies—Weddings”

Page 1 of 3 (Effective: 1/1/2007)

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

Any group wishing to use the chapel or community center must submit an application form to the Building Coordinator or Representative. One month advanced notice is recommended to allow time to review the application and establish agreement on fees and use policies. On-going arrangements can be made on a short or long-term basis, after thorough review and approval of the OLS council.

OLS may waive the building use fee in the case of volunteer and non-profit groups wishing to use the community facility. In-kind donations of volunteer assistance in maintaining the building/grounds may be requested in lieu of payment of fees.

Building Rules

1. The OLS Parish Council reserves the right to restrict or refuse access to either the chapel or community facility.
2. Alcohol is prohibited in the building except for sacramental purposes.
3. No smoking in any part of the building.
4. No bands or DJ's are permitted.
5. Permission must be obtained to fasten anything to the wall and tables. No staples allowed.
6. OLS furniture/equipment is not to be used or moved without prior permission and must be returned to it's rightful place after use.
7. Storage of user's materials must be by prior arrangement. All stored materials must be secured in the pre-approved location only.
8. The kitchen area is available for catered events or potlucks only. Warming food or use of the kitchen is only permitted as specified in the use agreement. Food and beverages are to be confined to lower level only.
9. There shall be no unsupervised activities in the building or on the grounds. The applicant or designee must be present while the building is in use. Children and minors are never to be left unattended by a supervising adult.
10. The person submitting the application for building use is responsible for seeing that the building and grounds are not damaged while in use. A damage deposit is required. The applicant shall be responsible for any expenses incurred by OLS for maintenance or repair after a function. The cost to repair damages will be deducted from the damage deposit.
11. Any accident, illness, or first-aid treatment must be reported to the building coordinator. The facility does not provide medical insurance.
12. Rental of the chapel and/or community center are on a first come, first served basis.
13. Cancellations must be made 30 days in advance to receive a refund of the deposit.
14. No animals are allowed in the building other than those assisting persons with disabilities.

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

Page 2 of 3 (Effective: 1/1/2007)

15. The building is primarily available for weddings on Friday evenings and all day Saturday. Weddings can be scheduled at other times based on availability. Alternative uses for the building on Friday and Saturday can be scheduled up to 90 days in advance if the time is not already booked for a wedding.
16. The Chapel must be cleaned and returned to its original condition by 11 p.m. All persons must exit the church by 11 p.m.
17. The facility must be returned to the condition in which it was found – a Check In/Check Out list will be provided to assist you.
18. User must provide certificate of insurance for one million dollars (\$1,000,000) in coverage of liability insurance to meet requirements for special events coverage, naming Chapel of Our Lady of the Snows as the additional insured party. Most people can purchase this with their homeowner's policy. See fee schedule for option of purchasing liability insurance.

Prohibited Uses of the Building

1. Any commercial use, except OLS fund raising activities for the congregation or on behalf of other religious or charitable organizations of the type customarily engaged in by churches and non-profit organizations, provided such activities are temporary in nature.
2. Operation of a bingo hall or any other form of gambling.
3. Any unlawful purpose, or any use that constitutes a nuisance.

Conditional Use Policy

Our Lady of the Snows reserves the right to cancel events due to special circumstances; or terminate the use of the facilities, even after an event has begun, if in its sole and absolute discretion the Building Coordinator or OLS Representative judges that the renter/user is violating building use rules. Failure by any user group to follow the outlined rules may result in denial of future use by that group.

Reporting Damage to Building/Equipment or Accidents

Any damage to the building, equipment or furniture must be reported by the User as soon as possible to the Building Coordinator or Representative. User agrees to pay reasonable costs for repair or replacement of any damage to the facility, real or personal, occurring on the premises.

Following the activity, the Building Coordinator or Representative will inspect the areas used for damage and will determine eligibility for refunds.

Any accident, illness, or first-aid treatment must be reported to the Building Coordinator or Representative. The facility does not provide medical insurance.

Lock-Up and Security of Facility

The Building Coordinator or Representative will lock the exterior doors of the facility and activate the security system if required.

Contact Information

Please call (907) 783-1171 to reach the parishioner handling event reservations.
Complete applications should be sent to:

Chapel of Our Lady of the Snows P.O. Box 378, Girdwood, AK 99587

Chapel of Our Lady of the Snows and The Meadows Community Center

Building Use Policies -- General

Page 3 of 3 (Effective: 1/1/2007)

How to Find Us:

From Anchorage:

- Drive south on the New Seward Highway. Proceed along the Turnagain Arm for approximately 40 miles.
- At milepost 90 on the Seward Highway, turn left onto the Alyeska Highway. (A Tesoro gas station and mini-mall are at this intersection.)
- Follow Alyeska Highway approximately 3 miles until you reach a T in the road (a large Alyeska Resort sign will be ahead of you).
- Turn left onto Arlberg and follow it as it winds around for one mile, passing Hotel Alyeska to another T in the road with a stop sign. Turn left and follow Northface Road to the end. The chapel is to the right, in parking lot E.

Building Fee Structure – General Use

The following Fee Schedule applies to the use of the chapel, community center, kitchen and liability insurance for the event.

A deposit of 50% of the total due and a signed contract are required to reserve and confirm a date. Balance is due 30 days prior to the scheduled event. Cancellations must be made 30 days prior to the event or 50% of the deposit will be non-refundable. Any refunds due the user will be paid within 30 days after the event cancellation.

Chapel of Our Lady of the Snows

Wedding: See “Building Use Policy: Weddings and Receptions”

Funeral, Memorial Service: Free. Donations accepted.

Other religious services: \$10/hour for regularly scheduled services
\$50/hour for other special religious events.

The Meadows Community Center

\$ 10/hour

\$ 20 for morning/afternoon/evening (up to four hours)

\$ 50/day

Wedding Reception: See “Building Use Policy: Weddings and Receptions”

Damage Deposit: \$500. Refundable

Liability Insurance: \$100 per event. Mandatory unless applicant provides certificate of insurance for one million dollars (\$1,000,000) in combined single limit bodily injury, property damage insurance to meet requirements for special events coverage, naming Chapel of Our Lady of the Snows as the additional insured party.

Please maintain a copy of the building use policies for your records.

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

Page 1 of 2 (Effective: 1/1/2007)

Rental/User Contract: Between Our Lady of the Snows Parish of the Archdiocese of Anchorage, Alaska, referred to herein as owner, And

(Renter/User Group Name)

(Address)

(City)

(State)

(Zip Code)

(Contact Person)

(Work Phone)

(Home Phone)

(Cell Phone)

(E-mail)

Purpose/Event: _____

Approximate Number of People Attending: _____

Facilities and Associated Fees Required: (Check all that apply)

Chapel of Our Lady of the Snows:

_____ Funeral/Memorial: Free. Donations accepted.

_____ Regularly scheduled services: \$ 10 per hour

_____ Other special religious events: \$ 50 per hour

The Meadows Community Center:

_____ \$ 10 per hour

_____ \$ 20 for morning/afternoon/evening (up to four hours)

_____ \$ 50 per day (over four hours)

Kitchen: Catered events only—for warming, no food preparation permitted.

_____ \$ 10 per hour

_____ \$ 20 for morning/afternoon/evening (up to four hours)

_____ \$ 50 per day (over four hours)

Other Associated Fees:

_____ Insurance: **\$100** (required unless certificate of insurance is provided)

_____ Damage Deposit: **\$500** (refundable) *Please write a separate check for damage deposit
– check will NOT be cashed if damage has not occurred*

_____ **Total Fees**

Deposit of 50% of rental fees \$ _____ required to confirm the date. Cancellations must be made 30 days prior to the event or 50% of the deposit will be non-refundable

Balance of \$ _____ due no less than 30 days prior to event.

Rental Date: _____

Access Time: _____

End Time: _____

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

Page 2 of 2 (Effective: 1/1/2007)

Community Center Equipment: Please indicate the type and quantity required.

Number of Tables: _____

Number of Chairs: _____

Other _____

Note: Kitchen supplies are not furnished.

Rental costs include reasonable clean up and removal of trash to the dumpster. You must return the facility to the condition with which you found it in.

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

Renter/User

Date

Renter/User (if more than one person responsible)

Date