



## CITY OF SAINT PAUL

100 GORBATCH STREET PO BOX 901  
SAINT PAUL ISLAND, ALASKA 99660  
907-546-3100 (MAIN) 907-546-3188 (FAX)  
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### FACILITIES USE AGREEMENT

APPLICANT:

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DATE AND TIME OF EVENT:

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DESCRIPTION OF EVENT:

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<u>Facility</u>	<u>Rate</u>
Community Hall	\$50.00 for four (4) hours
Community Hall	\$100.00 a day
Kitchen	\$25.00 a day
Conference Room	\$50.00 for four (4) hours
Conference Room	\$150.00 for a day

1. Applicant may collect an entrance fee.
2. Applicant is responsible for crowd control.
3. All events must have a minimum of two (2) responsible adults must be present as attendants throughout the event. The following conditions must be met:
  - A. At least one attendant will have a form of communication that they can use to notify Public Safety in case of an emergency.
  - B. After daylight hours, each attendant will have a flashlight.

Attendants for this event are:

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Any attendant fees will be paid directly to attendants by applicant

**NOTE:** Set-up and clean-up are the ultimate responsibility of the signee.

4. Access to the administrative office lobby and restroom is restricted for after hours events. The public restrooms are located on the ground floor next to Public Safety.
5. Tobacco and Alcohol are prohibited in the building.
6. Public Safety will be notified by applicant in advance of the event and may be called upon in case of an emergency.
  - a. Curfew will be observed per City Ordinance.
7. Facility and grounds will be cleaned and restored to pre-event condition by 5:00 p.m. of the next business day. Cleaning supplies will be provided by the City. Labor will be provided by the applicant. Arrangements to access to cleaning supplies during non-business hours should be made prior to event. Should applicant fail to return premises to pre-event condition within the specified period, damage and cleaning costs will be deducted from the \$200.00 damage and cleaning deposit. Applicant additionally agrees to repair or reimburse (at City's option) any damage and cleaning costs in excess of the \$200.00 damage and cleaning deposit. Failure to reimburse damage and cleaning costs precludes future use of any City Facility.
8. Additional or special conditions:

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I, \_\_\_\_\_, on behalf of \_\_\_\_\_, agree to the conditions set forth above. I agree to hold the City harmless against any and all liability or judgments that may come from this event. I understand violation of this agreement will void future use of any City facility for a period of no less than ninety (90) days.

Applicant Signature	Date	\$	Amount owed
City Clerk	Date	Payment received by	Date