



CITY OF SAINT PAUL

ALASKA

FACILITIES USE AGREEMENT

Applicant/User Name:					
Address:					
City:		State:		Zip Code:	
Contact Number:			Email:		
Date and Time of Event:					
Description of Event:					

FACILITY USE FEES

	Resident		Organization/Business					
	#	Hourly (Min. 4hrs)	#	Daily	#	Hourly (Min. 4hrs)	#	Daily
Community Hall	___	\$13.00	___	\$104.00	___	\$28.00	___	\$225.00
Kitchen			___	\$104.00			___	\$250.00
Conference Room	___	\$13.00	___	\$150.00	___	\$28.00	___	\$225.00
Internet Access	___	\$13.00	___	\$104.00	___	\$28.00	___	\$200.00

FACILITY USE TERMS AND CONDITIONS

1. **Deposit and Facility Use Fee.** Applicant/User agrees to pay to the City a deposit of \$200.00 within 5 business days of the execution of this Agreement. Applicant/User agrees to pay to City a facility use fee in the amount of \$_____ for the use of the facilities checked above. The Facility Use Fee must be received by the City at least 5 days before the event date. If either the deposit or facility use fee is not timely received by the City, this Agreement shall be automatically void and Applicant/User shall have no right to use the facility. If the Applicant/User cancels the event, Applicant/User shall forfeit the deposit. Cancellations must be received 1 business day prior to event date, or no refund of the facility use fee will be provided.
2. **Violation of Federal, State or City Laws.** Applicant/User shall not violate any Federal, State, or local law. Applicant/User shall not allow any Federal, State, local law to be violated.
3. **Facility Cleaning and Alterations.** Applicant/User shall not make any alterations to the Facility, any fixtures, building systems, or equipment. The facility shall be left in a clean, safe condition and restored to pre-event condition by 5:00 p.m. of the next business day. The Applicant/User shall remove from the facility all property and materials belonging to the Applicant/User. If Applicant/User damages the facility, the City shall make the repairs and restorations to the facility. Applicant/User shall reimburse the City for any repairs or restoration necessary to repair damages to the facility caused by Applicant/User or the attendees of the event no later than 30 business days after the City presents Applicant/User with a written statement or invoice reflecting the nature and costs of the repairs. Specific limitations apply as to the use of tape, balloons, glitter, markers, staples, tack, nails, other such materials, and signage. Decorations must be fire retardant. Applicant/User should consult with the City Clerk for a full overview of allowable decorations and signage items and to appropriately accommodate Applicant User's needs. All decorations signage must be removed by the Applicant/User immediately following the event. Cleaning supplies shall be provided by the City. Labor for

