



# CITY OF SAINT PAUL

## ALASKA

### FACILITIES USE AGREEMENT

Applicant Name		User Name	IF DIFFERENT THAN APPLICANT		
Mailing Address	City	State	Zip		
Applicant Contact Number	Email				
Date and Time of Event					
Description of Event					

#### FACILITY USE FEES

	Resident		Organization/Business	
	# Hourly	# Daily	# Hourly	# Daily
	(Minimum 4hrs)		(Minimum 4hrs)	
Community Hall	\$13.00	\$104.00	\$28.00	\$225.00
Kitchen	N/A	\$104.00	N/A	\$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. **Facility Use Fee.** Applicant 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 the facility use fee is not timely received by the City, this Agreement shall be automatically void and Applicant shall have no right to use the facility. Cancellations must be received at least 1 business day prior to the event date.
2. **Violation of Federal, State or City Laws.** Applicant shall not violate any Federal, State, or local law. Applicant shall not allow any Federal, State, or local law to be violated.
3. **Facility Cleaning and Alterations.**
  - a. Other than arranging tables, Applicant shall not make any alterations to the Facility, any fixtures, building systems, or equipment.
  - b. The facility shall be left in a clean, safe condition and restored to pre-event conditions by 5:00 p.m. on the next business day (spills cleaned up, floors done, trash taken out, tables put back, decorations taken down etc.).
  - c. The Applicant shall remove from the facility all property and materials belonging to the Applicant. Items not belonging to the City will be disposed of after 15 days if not picked up upon notice.
  - d. If Applicant damages the facility, the City shall make the repairs and restorations to the facility. Applicant shall reimburse the City for any repairs or restoration necessary to repair damages to the facility caused by Applicant or the attendees of the event no later than 30 business days after the City presents Applicant with a written statement or invoice reflecting the nature and costs of the repairs.
  - e. Specific limitations apply as to the use of tape, balloons, glitter, markers, staples, tacks, nails, other such materials, and signage. Decorations must be fire retardant. Applicant should consult with the City Clerk for a full overview of allowable decorations and signage items and to appropriately accommodate Applicant's needs.

