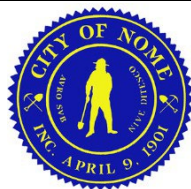


CITY OF NOME
OLD SAINT JOSEPH'S CHURCH
RENTAL AGREEMENT/LIABILITY RELEASE FORM



Name/Organization (RENTER): _____ Phone: _____

Person Responsible: _____ Alt. Phone: _____

Address: _____ E-mail: _____

Description of Activity: _____

Date of rental: from: _____ to: _____ Time requested: _____

Please note, rentals terms per day are Midnight to Midnight

**Will there be food and/or beverages served? _____YES _____NO

** Do you need to rent the Sound System? _____YES _____NO

Expected Attendance: _____

CAPACITY IN MAIN AREA: Standing – 373, w/chairs – 267, w/table/chairs – 125.

Equipment required (please select what you are requesting but must be returned prior to deposit refund)

_____screen _____chairs _____tables _____podium _____food warmer _____#of pans needed

RENTAL FEES: (MUST BE PAID BEFORE EVENT)

Item:		Fees:		Deposit:
Rental Per day (any portion of a 24-hour period)	\$	250.00	\$	450.00
Add Food & Drink per day	\$	100.00	\$	
Add Sound System Rental (weekday during normal business hours) per day	\$	75.00	\$	
Add Sound System Rental (weekend or outside of normal business days) per day	\$	150.00	\$	
<hr/>				
Total all Fees and add 5% Sales Tax to the total of fees	\$			

DEPOSITS: (MUST BE SEPARATE CHECK FROM RENTAL FEE AND RECEIVED BEFORE EVENT)

NOTE: SALES TAX will be collected on ALL facility rentals except those where USER provides a current Municipal Tax Exemption Certificate per NCO Chapter 17. Please provide a copy with the rental agreement.

FOR CLERK'S OFFICE USE ONLY:

Key # _____ Date picked up _____ Date returned _____ *Attach payment receipt*

For Building Maintenance during WEEKENDS or AFTER HOURS Call 907-443-6642

CITY OF NOME
OLD SAINT JOSEPH'S CHURCH
RENTAL AGREEMENT/LIABILITY RELEASE FORM

IT IS THE RESPONSIBILITY OF THE RENTER TO ARRANGE JANITORIAL SERVICES. ALL ITEMS ON THE CLEANUP CHECKLIST (PAGE 4) MUST BE DONE TO BE ELIGIBLE FOR A REFUND OF THE CLEANING DEPOSIT. A CLEANING CHECKLIST IS ALSO POSTED ON THE WALL IN THE BUILDING. PLEASE BE SURE TO LEAVE THE BUILDING HEAT AT 70 DEGREES WHEN YOUR EVENT IS OVER.

CONDITIONS OF RENTAL AGREEMENT:

- Decorations are to be hung by masking tape ONLY. **ABSOLUTELY** no nails, pins or other sharp objects are to be used. This will result in a forfeit of the deposit. No banners or signs may be hung, taped or pinned from the pipes. This is a safety concern.
- The cleaning checklist (Page 4) must be completed to be eligible for a complete deposit refund. Trash can liners can be found in the drawer left of the kitchen sink.
- Youth activities must have adult supervision the ENTIRE time the building is in use.
- Damage to the building and cost of repair will be charged to the RENTER.
- The RENTER will assume all legal responsibility regarding alcohol on the premises and will abide by the City of Nome's alcohol policy (hours).
- **Problems with the building or equipment are to be reported to City Hall ASAP (443-6663).**
- The key will be available for pick up from the City Clerk's office during business hours of 8:30am – 5:00pm, Monday through Friday. The key must be returned before refund of deposit.
- **There is a drop box to the left of the City Hall doors for after hour returns.**
- The individual signing this form is responsible to inform those using the facility of these conditions.
- The sound system is intended for CITY USE ONLY. If you need to use it, you must request and make arrangements in ADVANCE. There is a separate deposit and fee for use of this sound system. Microphones can be checked out at City Hall and will be covered under the Facility Deposit. Damage to the sound system, microphones and cost of repair will be charged to the renter.
- NO SMOKING ALLOWED.
- The City of Nome and its employees are hereby released from and against all claims, demands, judgments, costs, expenses including reasonable attorney fees arising out of loss, damage, injury to, death, or emotional distress of persons and /or property occurring during the course of, or as a result of, my presence in the Old Saint Joseph's Church.

For groups less than 21 years of age, please give the name of the adult responsible for the event:

Name of Supervising Adult

Phone number

I/WE UNDERSTAND AND AGREE TO COMPLY WITH ALL CONDITIONS LISTED ABOVE AND ON THE ATTACHMENTS OR MY DEPOSIT WILL BE FORFEITED.

RENTERS SIGNATURE: _____ DATE: _____

REPRESENTING: _____

CITY OF NOME
OLD SAINT JOSEPH'S CHURCH
RENTAL AGREEMENT/LIABILITY RELEASE FORM

OLD ST. JOSEPH'S HALL

In case of fire or emergency,
evacuate building.

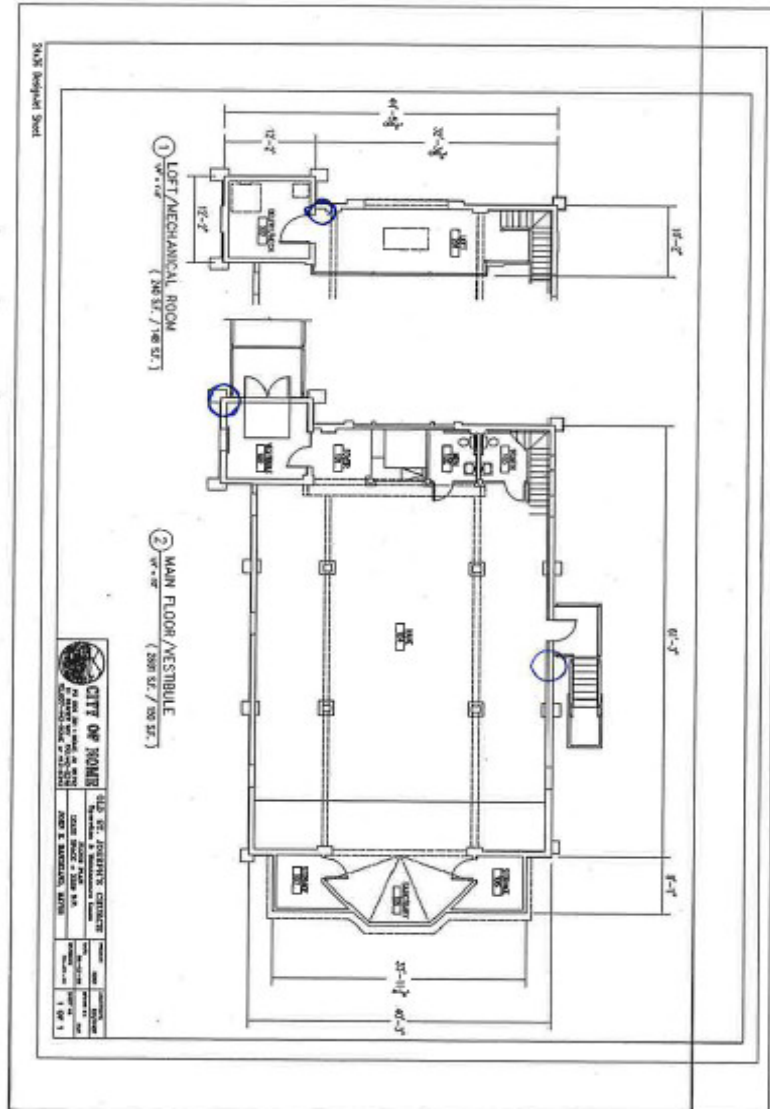
I / we have been instructed as
to the location of emergency
exits and fire extinguishers in
Old St. Joseph's Hall.

Signed this ____ day of _____, 20__

Renter _____

City of Nome _____

EXIT →



← **EXIT**

Circled areas indicate fire extinguishers

CITY OF NOME
OLD SAINT JOSEPH'S CHURCH
RENTAL AGREEMENT/LIABILITY RELEASE FORM
CLEANING CHECKLIST

In order to receive a refund of the security/cleaning deposit, the following items must be satisfactorily completed:

- Remove all leftover food, beverages, utensils and other private property.
- Clean all tables, chairs and countertops used.
- Tables are to be taken down and placed in the storage room closet.
- All chairs are to be stacked no more than five (5) high, and placed along side walls.
- Remove all signs decorations and tape from walls. **AT NO TIME ARE TACKS OR NAILS TO BE USED ON WALLS!**
- Sweep and mop main floor. Remove any chewing gum or articles stuck to floor.
- **Vacuum all carpeted areas:** stage, throw rugs, entrance and counter area.
- Empty ALL trash containers including restrooms and counter area. Replace liners. **FULL TRASH BAGS ARE TO BE PLACED IN DUMPSTER OUTSIDE OF BACK DOOR. DO NOT LEAVE THEM IN BUILDING!**
- **Restrooms:** pick up paper, clean sinks, countertops & toilets, empty trash, mop floor, clean mirrors, urinals, and sink faucets.
- **Arctic Entry:** clean and sweep floor, clean glass, shake or vacuum rugs.
- **Outside sidewalk:** remove cigarette butts and trash.
- Return vacuum cleaners, mops and all cleaning utensils to janitor room properly.
- Turn off lights.
- Leave thermostat at 70 °.
- Check to see that all outside doors are closed and locked. Doors to restroom must be left OPEN.
- Unplug coffee pot and clean it.
- **Return the key and microphones (if applicable) promptly on the next business day. a DROP BOX for the key is located at the City Hall double doors on the LEFT.**

DAILY RATE + TAX (5%) WILL BE CHARGED UNTIL FACILITY IS READY FOR USE AS DETERMINED BY THE CITY OF NOME

Usage Policies and Guidelines for Old St. Joseph's Church

Please join us in our resolve to preserve the newfound beauty of Old St. Joseph's Church. Due to the fragile nature of the facility, the following usage policies and guidelines will be observed:

1. NO SMOKING, chewing or spitting is allowed inside the building. Ashtray urns are available just outside the building at the north side door.
2. No alcoholic beverages may be sold and/or consumed in the building.
3. Patrons should be aware that the hardwood floor is highly susceptible to nicks and scratches. A conscious effort should be made to not damage the floor. Hard soled shoes and high heels can easily cause this damage. When wearing these types of shoes, please use the carpeted areas.
4. No skate boarding, rollerblading or roller skating is allowed inside the building or on the outside walkways or ramps.
5. No decorating of the walls or ceiling is allowed.
6. No furniture may be placed directly on the wood flooring. Please keep chairs, tables, etc. placed on the carpets.
7. It is the renter's responsibility to clean the building immediately following the activity.

The City of Nome will inspect the building after each use to insure its cleanliness and check for any damage. If there is any damage the individual or organization renting the building will be responsible for the entire cost of repair.

Person/Organization renting OSJ: _____

Person cleaning OSJ: _____ **Phone #:** _____

The security deposit will be refunded upon favorable inspection.

For Building Maintenance during WEEKENDS or AFTER HOURS Call 907-443-6642