

City of Palmer Community Center (Depot) Rental Policy



City of Palmer Community Development
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Table of Contents

Rooms	4
Applicants	4
Availability	5
Reservation Process	5
Fees	5
Security Deposit/Clean-Up	6
Cancellations/Refunds	7
Normal Operating Hours	7
Decorations	7
Alcohol	7
Parking	7
Signage	8
Smoking	8
General Usage Policies	8
Disqualifying factors for facility rentals	9
Misrepresentation	9
Contents Available for Use	10
Cleaning Checklist--Renter	11
Community Center Rental Application Form.....	13
Alcohol Questionnaire & Special Regulations	14
Rental Agreement	14

**Contact Palmer Police Department at 745-4811
for after business hours issues/emergencies.**

Community Center (Depot) General Information and Rental Policies

The Community Center (Depot) is an historic train station that serves as a Community Center in downtown Palmer. Originally built in 1935, the main section of the depot was a warehouse until the 60's when it was transformed into a community center. Today, it can accommodate most community activities with its size and versatility.

Rooms

Main Room - The main room (3,048 sq. ft.) is a flexible meeting space and can accommodate banquets for approximately 200 people and meetings/events of up to 415 people; depending on set up. A stage and other amenities are available.

Kitchen - The kitchen (248 sq. ft.) is a staging/prep type kitchen. There are several large areas for prepping food; however, no stovetop/oven or garbage disposal are available. Renters will not be permitted to store food, beverages or decorations at the Community Center (Depot) prior to the approved access time on the date(s) rented. The kitchen is only available for those who are providing services to events being held at the Community Center (Depot).

Manager's Apartment - One small conference room (409 sq. ft.) is provided as part of the rental at no additional charge; however, it is governed by the same reservation process, policies and guidelines found in this document.

Entry Area - The entry area is part of rental and can be used as additional space provided the egress pathways are kept clear and free of obstructions.

Tables & Chairs - Tables and chairs are provided for use in the Depot only. Table sizes include twenty 5' round tables, twenty 8'x30" rectangular tables and 200 chairs.

Applicants

Any residents, businesses, non-profits and civic groups are eligible to rent the facility provided they are within the guidelines of the Community Center (Depot) policies.

Five (5) Categories of Use:

- Category 1 - City Sponsored/Co-sponsored
- Category 2 - Non-profit
- Category 3 - Private
- Category 4 - Commercial All Other
- Category 5 - Commercial Retail

Category 1 - City Sponsored/Co-sponsored includes any events/programs sponsored, co-sponsored or supported by the City of Palmer. Personal functions will not be recognized under this category (i.e.; weddings, retirement parties, birthday parties, etc.). Ongoing reservations DO NOT automatically continue; groups are responsible for resubmitting an application. Reservations are taken as described in the "Rental Booking Policy" subsection below. Meeting dates/times are not guaranteed from year to year.

Category 2 - Non-profit includes groups that are non-profit and are registered as such in the State of Alaska, have a 501(c) certificate or I.D. number (required when submitting the application). Personal and social functions will not be recognized under this category by the City of Palmer (i.e.; weddings, retirement parties, birthday parties, etc.). Examples: Homeowners Associations, Rotary Club, Chamber of Commerce. Ongoing reservations DO NOT automatically continue; groups are responsible for resubmitting an application. Reservations are taken as described in the "Rental Booking Policy" subsection. Meeting dates/times are not guaranteed from year to year.

Category 3 - Private is defined as individual(s) and/or group events not open to the public that do not charge any type of fee or admission for the function (birthday parties, social events, anniversary parties, etc.). Reservations are taken as describe in the "Rental Booking Policy" subsection and full payment is required upon booking.

Category 4 - Commercial All Other is defined as individual(s) or businesses (other than non-profit) using a city facility for profit; conducting events including, but not limited to, business meetings, seminars, training, ticketed performance events, promotions and other than retail sales of goods. Business licenses are required for all vendors operating within city limits (contact City Hall at 745-3271 for further information). Reservations are taken as described in the "Rental Booking Policy" subsection and full payment is required upon booking.

Category 5 - Commercial Retail is defined as individual(s) or businesses (other than non-profit) using a city facility for profit; retail sales or promotion of goods and/or services including subleasing of space. Business licenses are required for all vendors operating within city limits (contact City Hall at 745-3271 for further information). Reservations are taken as described in the "Rental Booking Policy" subsection and full payment is required upon booking.

Availability

Reservations - The first step in checking on dates for renting the facility is go to www.palmerak.org/community-development/page/depot and check the depot calendar to see if the date(s) is available or call the Community Development office at 907-745-3709x1. Applications are available on the website or may be picked up at our office located at 645 E. Cope Industrial Way. All requests must include a completed application form and a copy of a driver's license or State I.D. and can be faxed, emailed, mailed or dropped off. We request that all communications/arrangements be made by one person representing your party/event. Applicants must be at least 21 years of age.

Rental Booking Policy

- Category 1 - Priority booking (before all others)
- Category 2 - May book 1 year in advance
- Category 3 - May book 1 year in advance
- Category 4 - May book 1 year in advance
- Category 5 - May book 4 months in advance

The City of Palmer reserves the right to limit the amount of weekend usage.

Reservation Process

Approval for use will be on a first come, first served basis, in accordance with the "Rental Booking Policy" section and based upon availability. Applications will be accepted according to the "Rental Booking Policy" subsection of this policy. Once the application has been received by our office, the applicant will be contacted within 5-7 business days regarding the event approval. If needed, additional information may be requested during this time frame. If the application is approved the event is not confirmed until a written contract has been signed and payment is collected. Beginning January 1, 2019, applications will be accepted on a real time basis as described in the "Rental Booking Policy" subsection.

Fees

Deposit and rental fees are not required at the time the application is submitted. However, no date(s) is confirmed until a Rental Agreement is signed and the deposit and rental fees have been paid. Any group claiming non-profit status is required to provide verification of their status.

Rental fee includes the use of existing restrooms, water service, electrical utilities along with a projection system, sound system and free wi-fi. (A telephone line is available by request through

MTA.) Common areas located in the Community Center (Depot) are included in the rental fee. All fees apply unless Palmer City Council approves a fee waiver; through a council grant application. The City Manager at his discretion may waive fees for public purposes.

Rental fees are determined as per the adopted fee schedule on the day when the depot is booked. Rental fees may be paid in cash, by check, money order or credit card (Visa or MasterCard).

Security Deposit/Clean-Up

Security deposits must be paid at the time of rental and may be submitted in cash or by check, money order or credit card (Visa or Mastercard).

The applicant is responsible for ensuring the facility is clean and undamaged at the end of the rental. The facility and its contents should be left in the same condition in which the group found them. The renter is responsible for making sure the main room, kitchen, restrooms, entry area, manager's apartment and outside grounds of the facility are clear of trash, food and beverage spills, personal belongings, renter's equipment and decorations by the end of the clean-up period. Garbage must be collected and placed in the dumpster provided.

The applicant is responsible for ensuring that guests are not allowed to enter landscaped areas or damage city property. To protect you and your guests from theft, do not allow the general public to use the restrooms. Forfeiture of deposit or additional fees may be imposed for any of these violations. **These items include, but are not limited to:**

- Stage not in its position on the North wall of the main room
- Stains on walls
- Removal of carpet stains requiring more than standard extraction techniques
- Broken furniture and/or equipment
- Defacement of any part of the interior or exterior of the building
- Damage created by improper use of equipment or non-compliance with facility rules
- Equipment found to be missing as a result of a group using the building
- Any other circumstances which justify a damage fee
- Unauthorized use of the kitchen or other rooms
- Unauthorized extension of hours; this may include additional rental fees

Authorized Community Development personnel will inspect the premises before and after the rental date. **Upon inspection, if the City determines additional clean-up work is necessary, charges will be deducted from the deposit at a rate of \$75 per hour. The cost for any required repairs will also be deducted from the deposit. If the deposit is not adequate to cover clean-up and damages, the applicant will be billed for time and materials.** The renter is responsible for the replacement/repairs of any part of the building or its contents which become broken, defaced or damaged as a result of the rental. *If necessary, the City of Palmer may take legal action to recover these costs.*

- If Palmer Community Center (Depot) keys are not returned, a Lost Key Fee of \$150 will be deducted from the deposit.
- There is a two-hour minimum overtime fee for any City of Palmer employee called out after work hours for any problems.
- Lost items will be held at the Police Department for 30 days, and then donated if not claimed.

Cancellations/Refunds

*** CANCELLATION POLICY *** Effective 09/01/2018	
If 45 or more days notice	Full refund rental rate and deposit
If less than 45 days notice	City keeps deposit and one day rental
If rental 3 consecutive days or more	Cancel 60 days in advance -- Full refund
If rental 3 consecutive days or more	Cancel less than 60 days in advance -- City keeps deposit and one day rental

Normal Operating Hours

The Community Development offices normal business hours are:

Monday through Friday 8:00 a.m. to 5:00 p.m. excluding holidays.

Access to the Community Center (Depot) is allowed from:

8:00 a.m. to 12:00 a.m. only on the rental date(s) stated on the approved application.

All Categories 1-5 must end their events by midnight, including clean-up time. Events expected to last beyond 12:00 a.m. must schedule and pay for an additional rental day.

Contact Palmer Police Department at 745-4811 for after business hours emergencies.

Decorations

Please note the following information:

1. **EQUIPMENT PROVIDED AT THE DEPOT IS INTENDED FOR USE INSIDE THE DEPOT ONLY** and not to be removed from the premises. This includes, but is not limited to, the following: tables, chairs, podium, warming pans and lids, flags, serving tables, garbage cans.
2. If the stage is moved for your event, it must be returned to its original position.
3. Please do not remove any acoustical tiles. Do not fasten anything to or through the acoustical tiles on the ceiling or the upper side walls.
4. No hanging items on the sprinkler piping in the building.
5. **Nothing is to be taped to the walls, floors, doors, ceiling, trim or windows.** This applies to ALL categories and individuals. Tape, tacks, nails, screws, staples or other surface adhesives or objects that may damage the walls or other city property are not permitted. Any damage caused will be the responsibility of the renter.
6. Candles must be protected on all sides with a secure and stable base.
7. Birdseed, confetti, sparklers and bubbles are prohibited inside the facility.
8. Animals are prohibited inside the facility unless part of an approved event.

Alcohol

The Community Center Alcohol Questionnaire & Special Regulations form must be completed, signed and approved.

Parking

Parking is permitted in all public parking lots. The outside covered area is for loading and unloading purposes only; there is no parking allowed on the Depot access lane. We encourage events to have vendors and staff park in areas that will allow for the general public and the downtown businesses to access public parking spaces.

Food vendors are not allowed to block pedestrian access to the Depot or park on the sidewalk coming from Alaska Street. Additionally, food vendors must have authorization from the depot renter to operate anywhere within depot property or depot designated parking.

Signage

Signage is allowed only the day of the event. One banner sign is allowed on the building and one banner on the designated wood structure at the Colony and Evergreen intersection. Also allowed are one freestanding sign on Evergreen Avenue and one freestanding sign on Valley Way by the parking lot. Signs are to be placed in designated spots only (see Signage Exhibit below).



Smoking

No smoking is permitted in any City of Palmer facility.

General Usage Policies

1. The City reserves the right to deem any activity inappropriate for the Community Center (Depot).
2. The City reserves the right to limit the amount of weekend usage.
3. All children age 14 and under must be supervised by an adult throughout the time they are in the facility.
4. No pets are permitted in the Community Center (Depot) with the exception of service animals as defined in Title II and Title III of Americans with Disabilities Act. Service animals shall be wearing the proper identification harness and vest. Owners must have paperwork available at all times especially upon first visit to the facility. Animals may be allowed as part of an approved event and in compliance with city ordinances.

5. The City of Palmer will not be responsible for any property left on the premises by an individual or group using the facility.
6. City of Palmer employees have the authority to enforce all rules and regulations governing the Community Center (Depot). If at any time the renter and/or the renter's guests becomes uncooperative with the city employees, the Palmer Police Department will be contacted to control the situation.
7. Anyone caught in the destruction or damage of property will be personally held accountable for repairs and removed from the Community Center (Depot).
8. Anyone caught using profanity and/or fighting will be removed from the Community Center (Depot).

Disqualifying factors for facility rentals may include, but are not limited to:

- Use is considered contrary to the City's best interest
- Advocacy to overthrow the Federal, State or Local Government
- Misrepresentation of rental information
- Previously caused or allowed damage to City property
- History of hostile or violent behavior
- Past conduct which has resulted in police or fire department response

Misrepresentation

The City of Palmer reserves the right to withhold a portion of or all of the security deposit and shut down an event if it is found that the renter has misrepresented information on any of the rental documents. Misrepresentation is the responsibility of the renter. Examples of misrepresentation include, but are not limited to:

- Failure to disclose the true nature of the activity
- Exceeding the reported number of guests or the capacity of the room/facility
- Failure to report the service of alcohol
- Failure to disclose selling of merchandise, services and/or charging admission fees on the premises
- Gaining monetary benefits directly or indirectly

The contents of this document may be revised without notice. If printed please check the website for any updated version. The renter and all parties involved will be held accountable for any changes to this document. The City of Palmer has first priority to its facilities and reserves the right to cancel and/or relocate events and meetings as needed.

Any activity in the Community Center (Depot) will be conducted according to applicable laws, rules, regulations and the City of Palmer ordinances. City of Palmer ordinances are available on the City's website at www.palmerak.org or can be obtained by contacting the City Clerk's office; Palmer City Hall, 231 W. Evergreen Avenue, Palmer, AK 99645.



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Community Center Contents Available for Use
415 Person Capacity

THE FOLLOWING ITEMS ARE INTENDED FOR USE INSIDE THE DEPOT ONLY
AND NOT TO BE REMOVED FROM THE PREMISES.

200 Chairs (stacked in the Main Room & Manager's Apt.)

Main Room (Size 83' x 37')

- 20 tables (8' long x 30" wide)
- 5 large 30-gallon garbage cans
- Stage
- Podium
- Projection system (Projection System Procedures form is available on the website)
- Sound system (Sound System Procedures form is available on the website)

Manager's Apartment

- 20 tables (5' round)
- American and State of Alaska flags with flag poles

Kitchen

- 1 warming table, plug in to operate (DO NOT add water)
- 4 half size (4" deep) warming pans
- 4 half size (6" deep) warming pans
 - * 4 half size dome lids & 4 half size flat lids
- 4 full size (2" deep) warming pans
- 4 full size (4" deep) warming pans
- 4 full size (6" deep) warming pans
 - * 4 full size dome lids & 4 full size flat lids
- 2 wood block serving tables
- 1 refrigerator

Janitor's Closet

- Cleaning solutions
- Garbage bags
- Paper supplies
- 1 vacuum
- 2 dust mops
- 2 mops
- 2 mop buckets
- 3 kitchen brooms
- 1 shovel & 1 rake

Community Center Cleaning Checklist--RENTER

Name of Renter _____

Date(s) of Event _____

1. Access to the Community Center (Depot) is allowed only from 8:00 a.m. to 12:00 a.m. on the rental date(s) stated on your application. Clean-up must be completed before 12:00 a.m. of your rental day. Events expected to last beyond 12:00 a.m. must schedule and pay an additional rental day.
2. **Please note:** The janitor will use a Cleaning Checklist to inspect the Depot after your event. Copies of this checklist and photos of how to leave tables and chairs stacked are located in the hanging wall file to the left of the doorway leading into the Manager's Apartment.
3. Please **turn this form in with the key (& remote)** in the drop box to the left of the main entryway.

Kitchen

- Lock windows
- Remove garbage to dumpster
- Clean sinks & countertops
- Clean refrigerator/freezer inside & out
- Remove all food/nonfood items
- Clean walls
- Sweep & mop floors
- Clean warming table
- Wash pans & lids

Inventory pans & lids--

- 4 half size warming pans (4" deep)
- 4 half size warming pans (6" deep)
- 4 half size dome lids
- 4 half size flat lids
- 4 full size warming pans (2" deep)
- 4 full size warming pans (4" deep)
- 4 full size warming pans (6" deep)
- 4 full size dome lids
- 4 full size flat lids

Main Room

- Lock windows
- Stage (*if moved, return to original position*)
- Stack tables (**10 per rack**) & chairs (**5 high**)
- Sweep & wet mop floor
- Remove garbage to dumpster

Restrooms (in main hallway)

- Lock windows
- Remove garbage to dumpster
- Clean sinks & countertops
- Wipe down mirrors & faucets
- Clean commodes
- Sweep & wet mop floors

Manager's Apt. Bathroom (if used)

- Remove garbage to dumpster
- Clean sink & countertop
- Wipe down mirror & faucets
- Clean commode
- Sweep & wet mop floor

Entryway

- Vacuum carpet
- Vacuum mats
- Remove garbage to dumpster
- Sweep floor
- Damp mop floor (Water only--NO SOAP)
- Move mats before mopping

Other

- Lock front door**
- Lock back door**
- Lock all windows**
- Podium

The Depot is a valuable community meeting place. It's important we keep the building and all equipment in good condition. If you notice anything broken or damaged in any way, let us know. Please write any comments on the back of this sheet.

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- Please mark one category with an (x):
- Category 1 - City sponsored/co-sponsred
 - Category 2 - Non-profit
 - Category 3 - Private
 - Category 4 - Commercial All Other
 - Category 5 - Commercial Retail

Community Center Rental Application

Applicant: _____ Phone: _____

E-mail Address: _____

Contact Person: _____ Phone: _____

E-mail Address: _____

501(c)3 Certificate or I.D. #: _____

State Type of Function In Detail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

**BUSINESS LICENSES ARE REQUIRED FOR ALL VENDORS OPERATING WITHIN CITY LIMITS.
 CONTACT CITY HALL AT 745-3271 FOR FURTHER INFORMATION.**

Date	Day of Week	Start Hour	End Hour (Please initial)	Number of Guests

List Event on Calendar as: Reserved for Private Use

<i>For Office Use Only</i>					
PCC (Depot) Rental Fee	\$	PCC (Depot) Rental Deposit	\$	Total Paid	\$
Receipt Number	Payment by: Check # <input style="width: 100px;" type="text"/>		Cash <input type="checkbox"/> CC <input type="checkbox"/>		

Approved Not Approved Authorized Signature _____ Date: _____

Rental Refund _____ Acct. #01 0000 3473 Approved _____ Date: _____

Deposit Refund _____ Acct. #01 0000 2214 Approved _____ Date: _____

Community Center Alcohol Questionnaire & Special Regulations

Applicant: _____ Rental date(s): _____

During the rental period, will alcohol be on the Community Center premises? ✓	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
During the rental period, will alcohol be <u>sold</u> on the Community Center premises? ✓	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If alcohol is to be sold on the premises, the renter shall comply with all laws of the State of Alaska, to include without limitation AS 04.11.230. The renter shall hire a person holding a valid caterer’s permit for the event. Not less than five (5) days before the rental date, the caterer’s insurance agent must deliver to the City a Certificate of Insurance verifying the caterer’s Liquor Liability insurance in the minimum amount of \$1,000,000 and General Liability insurance in the minimum amount of \$1,000,000. The City shall be listed as an additional insured for both policies.

If alcohol is to be on the premises, whether sold or not, the renter shall assume all responsibility for and hold harmless, indemnify and defend the City from and against any and all liability, claims or causes of action for any and all bodily injury or property damage arising out of or related to in any way the consumption of alcohol on the premises. The City is not responsible for or liable for monitoring alcohol consumption or sales. In addition, to the extent allowed by law, the renter assumes all responsibility and liability for guests and their actions that may result in harm to themselves, others, or property of the City or of others.

If renter is an organization or group, then the signer, individually, is jointly and severally liable with the organization or group for the renter’s obligation to the City.

Applicant Signature: _____ Date: _____

Printed Name: _____ Driver’s Lic./State ID #: _____

Rental Agreement

Please sign and date indicating you agree to the rental terms.

I/we understand that by signing this application that I/we hereby agree to the policy and conditions for the use of public facilities as set forth in the policy pertaining to community use of public facilities. I/we hereby agree to indemnify and hold the City, its officers, agents and employees harmless from and against any and all liabilities as well other claims, demands, etc., as stated in the policy.

I acknowledge receipt of this Community Center Rental Packet consisting of: General Information & Rental Fees; Rental Application; Alcohol Questionnaire & Special Regulations and Rental Agreement; Community Center Rules & Instructions; Contents Available for Use form; and the Cleaning Checklist.

I understand it is my responsibility to contact City Hall regarding the need, if any, to obtain a city business license.

Applicant Signature: _____ Date: _____