



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PARKS AND RECREATION

100 Lincoln Street | Sitka, Alaska 99835

www.cityofsitka.com

recreation@cityofsitka.org

907-747-4031

FACILITIES USE APPLICATION/ AGREEMENT FOR THE SWAN LAKE SENIOR CENTER

Reservations for weekend use of the Swan Lake Senior Center (SLSC) are made through the City and Borough of Sitka (CBS) Parks and Recreation Program.

Parks and Recreation contact information:

Phone number	9077474031	Email address	recreation@cityofsitka.org
Address	601 Halibut Point Road, Sitka, AK 99835		

Swan Lake Senior Center contact information:

Contact name	Lee House		
Phone number	9077478617	Email address	lee.house@ccsjuneau.org
Address	402 Lake St, Sitka, AK 99835		

Applicant/User information:

Use type	General Use		Non-Profit		Commercial	
Contact person						
Phone number			Email address			
Mailing address						

Use information:

Space requested	Dining Room		Kitchen	
Purpose of use				
Date(s), Time(s)				
# of participants				

Note: the SLSC is available 4:00pm Friday-8:00pm Sunday.

Rental Fee(s):

	General Use & Non-Profit	Commercial	
Dining Room	\$190.48/day	\$285.71/day	
Kitchen	\$238.10/day	\$380.95/day	
		Sub-total:	
Tax Exempt Number:		5% Sales Tax:	
		Total Rental Fees:	

Non-refundable. Due 24 hours in advance. Paid to CBS Parks and Recreation.

Deposit(s):

	General Use, Non-Profit, and Commercial	
Dining Room	\$125/day	
Kitchen	\$150/day	
Alcohol	\$300/day	
	Total Deposit(s):	

Refundable with no damage. Due 24 hours in advance. Paid to CBS Parks and Recreation.

Janitorial Fee:

	General Use, Non-Profit, and Commercial	
Fee	\$100/day	
	Total Janitorial Fee(s):	

Non-refundable. Due 24 hours in advance. Paid to the SLSC Site Manager.

Total Fees:

Rental Fee(s):	
Deposit(s):	
Janitorial Fee:	
Total Amount Due:	

NOTES/SPECIAL INSTRUCTIONS:

- Make checks payable to City and Borough of Sitka.
- If serving alcohol, the Alcohol Use Agreement must be signed and returned with this application. Alcohol is limited to beer and wine.
- All event-related trash and clean-up is the soles responsibility of the Renter. Room(s) are to be left in good, clean condition.
- DINING ROOM: Upon the conclusion of the rental, the Renter will ensure tables & counters are wiped clean, all debris is collected, trash is emptied, and the coffee station is cleaned appropriately if used.
- KITCHEN: Sinks, all appliances, stovetop, griddle, and counters are to be cleaned by the Renter if the kitchen is used. The kitchen will be locked if not rented.
- The steam table is not available for public use and is not part of this rental agreement.
- No confetti, glitter or silly string are to be used; no nails, tack or tape are to be used in or on the walls; do not take down or move pictures or decorations; do not move the piano; do not put sofas up against the heaters.
- The rental day ends at midnight. The building is to be vacated by midnight.
- Keys will be checked out by the SLSC. The key is to be returned to the SLSC by the next business day.

USE AGREEMENT:

This Facilities Use Agreement (the "Agreement"), which consists of this form and the attached terms and conditions, creates a legal contract between the Applicant/user and the City and Borough of Sitka Parks and Recreation Program (the "Program"). By signing below, the Applicant/user confirms that it understands and agrees to the terms and conditions of this Agreement and agrees to abide by the rules and regulations established by the Program, a copy of which are attached and incorporated by reference. Further by signing below Applicant/user certifies that he/she is of legal age (18 years or older) to enter into this Agreement.

City and Borough of Sitka

Applicant/User

Signature

Date

Signature

Date

Print name

Title

Print name

Title