

Tree of Life Church's Facility is available for rental on a first come, first serve basis. To check availability, contact Paul Steiner at 907-746-5321. In order to reserve a requested date(s) the following must be completed and turned in at the Tree of Life office:

1. Facility Rental Application
2. Facility Alcohol Questionnaire & Special Regulations
3. Copy of your Driver's license or state issued identification card
4. Damage deposit and total rental fees.

General Information

Access:

- Access to the facility is allowed from 7 AM – Midnight on the rental date stated on the application.
- Facility use may include main room, lounge, restrooms and common areas. No office or nursery spaces are available for use.
- No animals, birdseed, sparklers or bubbles are allowed in the building.
- Smoking is not permitted in the building.

Sound System/Projection

- A sound system and projector is available for use for a separate fee. See the Suggested Donation Rate schedule for rates. A sound technician is included in the separate Sound Rental Fee.
- No computers or musical instruments may be included in the rental, but a projector with VGA hookup is provided.

Decorating, Tables & Chairs

- All temporary decorating must be pre-approved with the church staff. All decorations must be removed immediately after the event. Do not hang decorations from sprinkler system pipes.
- Repairs due to any damage to walls from decorations (tape, push pins, tape, etc.) from decoration will be charged against the damage deposit. For this reason, we strongly recommend you do not affix decorations to the walls.
- Tree of Life has no decorations available for use.
- Platform/stage: The existing stage and decorations may be altered with prior approval by church staff. If the user group would like the stage cleared of instruments and sound equipment, or decorations, arrangements must be made at least two weeks in advance.
- All beverage & refreshment items stored in the church must NOT be used.
- Tables and chairs are included in the rental fee. All tables and chairs must be returned to their storage room after use. Failure to return tables and chairs will result in a \$50 fee charged against your damage deposit.

Cleaning

The applicant is responsible for ensuring the facility is clean and undamaged at the end of the rental period. To protect you and your guests from theft, do not allow the general public to use the bathrooms. Contact the Palmer Police Department at 907-745-4811 or 911 for emergencies.

Tree of Life will inspect the premises before and after the rental date. Upon inspection if Tree of Life determines additional clean-up or repair is necessary, charges will be deducted from the Damage Deposit at a rate of \$75 per hour plus materials. If the deposit is not adequate to cover damages, the applicant will be billed for time and materials.

Cleaning Checklist is provided below. You may pay a \$200 cleaning fee to have Tree of Life clean up after your rental period. Any repairs for damage will be billed at the normal rate of \$75/hour plus materials.

I have read and agree to abide by the above instructions: _____

Cleaning Checklist*

Lounge & Main Room

- Remove all garbage to dumpster including bathrooms.
- Remove all food/non food items from the facility.
- Stack cloth chairs 4 high along the sides of the main room.
- Place tables and folding chairs in the storage room.
- Sweep and mop floors.

Bathrooms:

- Remove garbage
- Clean sinks and countertops
- Wipe down mirrors and faucets
- Sweep and mop floors

Windows & Doors

- Lock all windows
- Lock all doors

Facility Alcohol Questionnaire & Special Regulations

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 Tree of Life Church 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. Tree of Life 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 Tree of Life 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. Tree of Life 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 Tree of Life Church 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 Tree of Life Church.

During the rental period, will alcohol be on the Facility premises? Yes No

During the rental period, will alcohol be sold the Facility premises? Yes NO

I have read and agree to abide by the above instructions: _____.

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 private facilities as set forth in this document containing instructions and policy pertaining to use of Tree of Life Facilities. I/we hereby agree to indemnify and hold Tree of Life, 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 Facility Rental Packet consisting of: General Information & Rental Fees; Rental Application; Alcohol Questionnaire & Special Regulations and Rental Agreement; and the Cleaning Checklist.

Name: _____ Signature: _____ Date: _____

Rental Fee Schedule

Main Room (includes lounge)	Suggested Donation Rate	Damage Deposit
Member Daily Rate	\$300	\$500
Non-Member Daily Rate	\$500	\$500
Main Room Long Run: min 3 consecutive days	Suggested Donation Rate	Damage Deposit
Member Daily Rate	\$400	\$500
Non-Member Daily Rate	\$500	\$500
Lounge Only	Suggested Donation Rate	Damage Deposit
Member Daily Rate	\$25/hour with 2 hour minimum or \$100/day	\$500
Non-Member Daily Rate	\$40/hour with 2 hour minimum or \$160/day	\$500
Lounge Only Long Run: min 3 consecutive days	Suggested Donation Rate	Damage Deposit
Member Daily Rate	\$25/hour with 2 hour minimum or \$80/day	\$500
Non-Member Daily Rate	\$40/hour with 2 hour minimum or \$130/day	\$500
Sound System/Projection	\$50/hour	N/A
CANCELLATION POLICY	CANCELLATION POLICY	
30 DAYS OR MORE	FULL REFUND	
LESS THAN 30 DAYS	ONE HALF TOTAL SUGGESTED DONATION RATE (NOT INCLUDING DEPOSIT)	

Tree of Life
268 E Fireweed Ave
Palmer, AK 99645
Phone: 907-746-5321 Fax: 907-746-5322

Facility Rental Application

Name of Applicant	
Contact Person	
Phone	
Email	
Address	
Address cont.	

Date	Rooms Requested (main room & lounge or lounge only)	Day of Week	Start Hour	End hour	Number of guests

Use of Sound System/Projector	Day of Week	Start Hour	End hour

Use of Kitchen	Day of Week	Start Hour	End hour
None			

FEES

Rental Item (Main room, lounge, kitchen, sound/projector)	Amount	Quantity	Total