



City of Kodiak Parks and Recreation Department
410 Cedar Street, Kodiak, Alaska 99615

General Services & Teen Center 486-8665, Swimming Pool 481-2519, Director 486-8670

Teen Center Facility-Use Request Form - Not valid until signed by manager

Rental Rates

\$125 per 4 hour block for up to 50 participants plus 2 chaperones

\$225 per 4 hour block for 50-100 participants plus 4 chaperones

Available Dates/Times

Monday – Friday: 2 to 8 pm

Saturday, Sunday: 1 to 8 pm

Date of Activity: _____ Time: _____ Date of Reservation: _____

Sponsoring Organization: _____ Phone: _____

Address: _____

Name of Chaperones

1) _____ Phone: _____ Email: _____

2) _____ Phone: _____ Email: _____

3) _____ Phone: _____ Email: _____

4) _____ Phone: _____ Email: _____

Sponsoring organization and all Chaperones will be present at the event and responsible for care of the facility and actions of all participants

Description of Activity: _____

Estimated Number of People Attending: _____ **Ages:** _____

Special Arrangement and Conditions needed for event: _____

Sponsors Agent: Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Teen Center Manager:

Signature: _____ Date: _____

Office Use Only:

Charges: Rental Fee _____ Other _____ Total _____

Amount Paid: Date: _____ Cash or Check \$ _____ Check No: _____ Staff: _____

Date: _____ Cash or Check \$ _____ Check No: _____ Staff: _____

Teen Center Staff on duty for event: _____

Notes: _____

Comments on Conduct and Clean Up: _____

**City of Kodiak
Parks and Recreation Department**

FACILITY USE AGREEMENT FOR USE OF TEEN CENTER

INDEMNIFY/HOLDHARMLESS AGREEMENT

To the fullest extent permitted by law, _____ agrees to defend, indemnify and hold harmless the City of Kodiak, its elected and appointed officials, employees, and volunteers against any and all liabilities, claims, demands, lawsuits, or losses, including costs and attorney fees incurred in defense thereof, arising out of or in any way connected or associated with the use of the Teen Center.

SIGNED: _____ **DATE:** _____

TEEN CENTER FACILITY USE RULES

1. Rental payments are due upon approval. Any refunds will be issued by check by the City of Kodiak.
2. Events must be requested at least one week in advance prior to event
3. Groups are allowed a 4 hour block for their event
4. 4 hour blocks must be within the Teen Center operational hours, events occurring outside of the hours must be approved by the director
5. Group chaperones are responsible for all cleaning after the event. Teen Center must look as good or better than when set-up started. Teen Center supervisor must approve of cleaning.
6. All cleaning and restoring of equipment must be done prior to the Teen Center closing
7. Groups are allowed to use the kitchen, utensils, juice jugs, tables, chairs, stage risers, and sound system. Group chaperones are responsible for set up and restoring of equipment. Groups are responsible for any damage to Teen Center equipment or facilities.
8. Sponsor and its Chaperones are responsible for making sure all guests are acting appropriately and working with the Teen Center staff to make sure all rules are followed.
9. There is no smoking allowed in or around the Teen Center. All smoking must be done on the sidewalks or in the parking lots.
10. No alcohol or drug use is allowed in or around the Teen Center, this includes individuals under the influence of drugs or alcohol.
11. Groups must supply all disposable products for their event including: garbage plates, cups, utensils, and table covers.
12. Groups are not allowed to use the racquetball areas as part of their rental agreement.
13. *Groups may be asked to provide up to three million dollars in liability insurance for use of Teen Center (depending on type of function) and provide a copy showing the City of Kodiak as an additional insured.*
14. Fundraising of or fees of any type are not permitted unless prior arrangements are made. Non-profit groups must have counsel approval to fundraise on city property; this process can take up to a month.
15. Patrons parking area is located in the empty lot to the right of the Teen Center building

Signature of Sponsor or Agent: _____ Date: _____

CLEANING CHECK-OUT FORM

Floors swept _____
Equipment put away? _____
Garbage into dumpster? _____
Kitchen cleaned? _____
Bathrooms cleaned? _____
Garbage can liners replaced? _____

Teen Center Supervisor cleaning approval signature: _____