

Saxman Community Center  
Rental Agreement  
Phone (907) 225-4166 ext. 1

---

<b><i>Room(s) Requested</i></b> <b><u><i>Check All That Apply</i></u></b>	
❖ Theater & Upstairs Lobby	<input type="checkbox"/>
❖ Upstairs Lobby	<input type="checkbox"/>
❖ Gymnasium	<input type="checkbox"/>
❖ Lower Lobby	<input type="checkbox"/>
❖ Kitchen	<input type="checkbox"/>
❖ Celebration of Life (Theater & Upstairs Lobby ONLY) Kitchen use upon special request!	<input type="checkbox"/>

Saxman Community Center

Facility Use	Hourly Rate	Daily Rate (Over 4 Hours)
Entire Facility	N/A	\$1,325.00
Gymnasium	\$35.00	N/A
Gymnasium for Tournament/Event	N/A	\$550.00
Upstairs Lobby (ONLY)	\$25.00	N/A
Theater (includes upstairs lobby & stage)	\$80.00	\$300.00
Kitchen (includes downstairs lobby)	\$35.00	\$125.00
Kitchen (ONLY)	\$35.00	\$100.00

## **Deposit**

**\$100.00** - Under 100 guests (for one area)

**\$150.00** - More than 100 guests (for one area)

For each additional area rented the deposit will increase by **\$75.00**.

**\$350.00** – Entire Facility

## **Set-Up & Take Down Fee**

**\$180.00** – One Time Charge

\*Applicants Must Attach a Description of Set-Up Style Requested

**\*\*Any special requests must be approved by the City of Saxman Staff. Rentals are not guaranteed until approved. Deposits may not be paid until confirmation. If there are any questions or concerns, please contact the Deputy Clerk at (907) 225-4166 ext. 1\*\***

Saxman Community Center



Route 2 Box 1 – Saxman  
2841 South Tongass Highway  
Ketchikan, Alaska 99901  
Phone: (907) 225-4166 ext. 1  
Fax: (907) 225-6450  
Email: [dclerksaxman@kpunet.net](mailto:dclerksaxman@kpunet.net)

# Saxman Community Center Inspection Checklist

Staff must check list prior to returning the security deposit

Name: \_\_\_\_\_ Date: \_\_\_\_\_

First Floor Lobby	Yes	No
Has all the trash been collected?		
Are all of the tables and chairs put away?		
Is there any damage to property?		
Is the carpet clean and vacuumed?		
Were the doors shut and locked?		
<b>Kitchen</b>		
Has the trash been collected and taken out?		
Have all the counter tops been cleaned?		
Has the range and grill been cleaned?		
Have the pots and pans been cleaned and stored?		
Have the floors been swept and mopped?		
<b>Restrooms</b>		
Has all the trash been collected?		
Have the floors been swept?		
Have the counters and sinks been cleaned?		
Have the toilets and urinals been cleaned?		
<b>Gym</b>		
Has the basketball court been swept?		
Have all the basketballs and volleyballs been stored?		
Have all the Gym doors been locked?		
<b>Lobbies</b>		
Has all the trash been collected?		
Are all of the tables and chairs put away?		
Is the carpet clean and vacuumed?		
Were the doors and windows shut and locked?		
<b>Theater</b>		
Has all the trash been collected?		
Are all of the tables and chairs put away?		
Have the floors been swept?		
Were the doors and windows shut and locked?		
Has the walking track been swept and mopped?		
Were the doors and windows in the walking track shut and locked?		

## Rental Fee Calculation

Name: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Tax Exempt Number (submit a copy of document): \_\_\_\_\_

This worksheet must be completed before a rental agreement can be signed by either party.

### Facilities Requested:

\_\_\_\_\_ at \$ \_\_\_\_\_ per hour or  
 \_\_\_\_\_ at \$ \_\_\_\_\_ per daily rate.

Number of Hours \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ at \$ \_\_\_\_\_ per hour or  
 \_\_\_\_\_ at \$ \_\_\_\_\_ per daily rate.

Number of Hours \_\_\_\_\_ = \$ \_\_\_\_\_

### Other Fees (If applicable):

#### ➤ Rental Monitor (Staffing)

○ \$15 x Number of Hours \_\_\_\_\_ = \$ \_\_\_\_\_ \$ \_\_\_\_\_

#### ➤ Set-Up & Take Down

○ Flat Rate of \$180 (One Time Charge) \$ \_\_\_\_\_

#### ➤ Additional Equipment Rental Fees:

\_\_\_\_\_ \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Taxes (6.5%) \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

### Deposit Rates:

\$100.00 – Under 100 Guests

\$150.00 – Over 100 Guests

\$350.00 – Entire Facility

\*Deposit must be paid in advance to rental date and will be held until after the rental.

Refund of the deposit paid will be based off the checklist attached in the back of this packet.

Grand Total \$ \_\_\_\_\_

*Additional Fees may be incurred for cancellations, changes in rental times, lost keys, and additional cleaning/repairs that may exceed the security deposit.*

Saxman Community Center

- Beer and wine are permitted at events. Hard liquor and spirits are strictly prohibited.
- Smoking is not permitted inside the building.
- Pets are not permitted inside the building unless authorized.
- Rice, confetti, birdseed, and glitter are not permitted. We also ask that you refrain from serving red juices or punch at your function.
- The renter will be responsible for any rules violated or acts committed by members/guests while in the building or on the grounds.
- The renter will be responsible for damages to the property or building during use. If damaged is incurred to the building, equipment or fixtures while renting the space, the renter will be invoiced for the full cost of the repair. We reserve the right to keep the security deposit and/or deny any future rentals when the renter chooses not to follow policy.
- For **renters that have the building fee's waived (Celebration of Life)**, you will be responsible for all paper products for the kitchen and bathrooms along with any cleaning supplies. You will also be responsible for disposing of your own garbage (taking to the landfill).

The user shall be fully responsible for and shall indemnify and hold the City of Saxman harmless from any damage to objects or property belonging to the City of Saxman Community Center and for any personal injury incurred during or as a result of such use. The user is responsible for obtaining all permits and licenses necessary for the proposed activities. The user also agrees to abide by the above guidelines and by the scheduled hours of use. The City of Saxman Community Center will not assume responsibility for personal items brought into and left in the facility by the user, guest, or subcontractor.

By signed my name below, I signify the information presented above has been explained to me and I have received an agreement policy stating the guidelines and conditions the Saxman Community Center holds renters to, and those expectations of which I seek. I understand that to receive the security deposit back all items outlined the agreement policy and contract must be met; and if they are not, the entire deposit amount will be retained by the City of Saxman.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Saxman Employee Signature

\_\_\_\_\_  
Date

## Rental Guidelines

Thank you for choosing Saxman Community Center for your upcoming rental. We will assist you in any way to make your event enjoyable for you and your guests. In order to ensure that you and future renters receive the best experience, we do ask that you abide by the following guidelines as a part of your rental agreement.

### The Following Guidelines apply to *all* rentals:

- Rental Fees are due at the time of the reservation. Reservation must be reserved and paid by the included rate chart.
- Deposits will be held with no refund for the following violations:
  - Building not locked up or cleaned after the event.
  - A \$50.00 fee will be charged for lost keys.
- Keys need to be returned the next business day before noon unless authorized by City of Saxman personnel.
- Set-Up and Take Down must be included in the rental cost (any tables and chairs moved). We are unable to open the building prior to or later than the hours agreed upon on the rental contract.
- The rental only includes the use of the room and the bathroom facilities. Guests are not permitted to use additional services of the building unless authorized.
- Catering or DJ equipment must be delivered on the day of the event and removed at the conclusion of the event. Please inform City of Saxman personnel in advance when equipment will be delivered to the Saxman Community Center. A small freezer and refrigerator space is available.
- The renter will be responsible for wiping tables, cleaning spills and trash on the floor, depositing trash in provided containers, and taking trash to the designated area.
- The rental group will be responsible for their guest parking requirements when the existing parking lot is not sufficient. The group is also responsible for arranging for additional parking.



# Saxman Community Center Rental Packet

Revised and amended as of September 17, 2025.