HISTORIC PRESERVATION COMMISSION
Wednesday, August 3, 2016 - 6:00 p.m.
City Council Chambers
911 N. 7th Avenue
Pocatello, ID

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days' advance notice by contacting Dave Hunt at dhunt@pocatello.us; 208.234.6248 or 5815 South 5th Avenue, Pocatello, ID.

AGENDA ITEM #1: ROLL CALL

AGENDA ITEM #2: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT
Disclose financial or personal interests in items on the agenda and disclose who was talked to, the basic substance of the conversation and whether the conversation had any influence. Disclose if a site visit was done, location(s) of the visit and what was seen.

AGENDA ITEM #3: APPROVAL OF MINUTES
The Commission may wish to approve the minutes from the July 6, 2016 regular meeting, July 16, 2016 special session and July 20, 2016 work session.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
Sign Up Signs and Graphics, representing The Tasting Room, requests a Certificate of Appropriateness for a new projecting sign at 328 W. Clark Street.

**** WORK SESSION ****
The Commission will adjourn to a work session to finalize plans for the October event at the Brady Chapel and review the draft policy on functions at the Brady Chapel.

Pocatello Historic Preservation Commission

Municipal Building, P.O. Box 4169, Pocatello, ID 83205
PHONE (208) 234-6184 - FAX (208) 234-6586

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

HISTORIC PRESERVATION COMMISSION AGENDA # 3
Minutes for July 6, 2016 - 6:00 p.m.
City Council Chambers, Municipal Building
911 N. 7th Avenue, Pocatello, ID

The meeting began at 6:03PM.

AGENDA ITEM #1: ROLL CALL
PRESENT: Jacquee Alvord (arrived at 6:06 PM), Stephanie Christelow (left at 7:07 PM), Latecia Herzog (arrived at 6:10 PM), Mary Kuehler, Nick Nielson, and Kelsey Stenersen.
EXCUSED: Jeffrey Jimenez.
STAFF: Aceline McCulla and Terri Neu.
GUEST: Councilmen Michael Orr, Director John Banks (Parks and Recreation) (P&R), and Cemetery Supervisor Martin Peace.

AGENDA ITEM #2: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT
Disclose financial or personal interests in items on the agenda and disclose who was talked to, the basic substance of the conversation and whether the conversation had any influence. Disclose if a site visit was done, location(s) of the visit and what was seen.

None of the Commission members had anything to report.

AGENDA ITEM #3: APPROVAL OF MINUTES
The Commission may wish to approve the minutes from the June 15, 2016 regular meeting.

Motion was made by **Christelow** and seconded by **Kuehler** to approve the June 15 minutes. Motion passed unanimously.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
Sign Up Signs and Graphics, representing Enchantments, requests a Certificate of Appropriateness for new signs at 233 N. Main Street, Suite C, the W.O.W. Building.

Shane Martin, Sign Up Signs and Graphics, 3275 Highway 30 West, Pocatello, stated that two signs were being proposed for approval, one sign will be mounted on the existing awning structure above the sidewalk and one will be mounted on the existing projecting sign structure off the face of the building. The building mounted sign will be a two-sided sign and the awning sign will be single-sided. Both will be metal signs with blue and white graphics. **Christelow** asked if the signs would be painted. **Martin** stated they would be digitally printed vinyl with laminate. **Stenerson** asked if signs like this were normally on awnings. **Neu** commented that this was the first. **Christelow** asked if signs were on awnings in 1900. **Neu** replied yes, it would be the first time this particular awning would have a sign. **Christelow** asked if there were any rules for digital reproductions on vinyl. **Neu** stated many signs in the downtown area are reproduced in vinyl. The HPC preference is for other types, but many are vinyl. **Stenersen** asked what the height clearance was for signs hanging from an awning and commented on the sign being mounted in the center. **Neu** stated that a 15-foot clearance was required. Martin mentioned the center mount provided the most stability for the sign.

Motion was made by **Christelow** and seconded by **Kuehler** to approve the Certificate of Appropriateness request as presented, and to have Chair Nielson sign the Certificate of Appropriateness. Motion passed unanimously.

AGENDA ITEM #5: BRADY CHAPEL
The Commission may wish to discuss potential projects for the Brady Chapel.

Chair Nielson wanted to discuss the Agenda Item #5 in a work session following Agenda Items 6 and 7, and the Commission agreed.

AGENDA ITEM #6: OCTOBER'S CEMETERY ACTIVITIES
The Commission may wish to discuss the proposed activities at the Mountain View Cemetery in October.

Kuehler mentioned having discussed having the event close to Halloween. **Herzog** commented it was discussed that the activity could be anytime in the month of October and the best time would be the twilight hour. This activity would be a self-guided tour. A tour brochure would be provided and refreshments would be available in the Brady Chapel. A separate sheet having other things the public may look for during the self-guided tour would be provided as well. The fees from this activity would go into a separate fund for maintenance of the Brady Chapel. **Christelow** asked the Commission to decide on a date and a donation or fee charge for the event. The Commission decided on October 14, 2016, at 6 p.m. **Neu** commented that donations could be accepted instead of a set fee. **Nielson** suggested a scavenger hunt, and that people could take selfies with each treasure to prove they found the items for a possible treat. **Herzog** discussed targeting the oral history of the Brady Chapel. **Alvord** mentioned increasing public awareness of the maintenance required and the funding needed to elicit interest in the cemetery activities. **Herzog** mentioned some of the maintenance items include pews, radiated floor heaters, and a flag that has flown over the Capitol. **Neu** stated there was link on Mike Simpson's website for a flag request form. **Nielson** asked Neu about the press release. **Neu** stated she would have a press release drafted with the agreed time and date of October 14 at 6 PM and send it to the Commission via email for approval; once approved, Neu would have it sent out. Neu also stated she had a letter from Lynn Transtrum, Building Official with the Building Department stating that ADA guidelines and restrooms were not required.

AGENDA ITEM #7: WORK DAY
The Commission may wish to decide on a day to work on the sign on the east side of the Center Street Underpass.

Herzog discussed the maintenance necessary for the sign. Nielson will look for varnish and if he does not have some, he will let Neu know and she will purchase the varnish. The date the Commission agreed upon is July 16, 2016, at 10 AM for approximately two hours.

Alvord mentioned that a letter was received following up on the Bonneville Park name change to Kirkpatrick Park that was submitted to the Mayor. Neu commented that she wrote a letter to the Mayor the first part of June and spoke to Ruth Whitworth, who felt it was a dead issue, because nothing else had been said about it since the initial study session discussion. **Councilman Orr** stated the City Council decided that they did not feel comfortable making a decision at that time. **Herzog** mentioned other options were given instead of renaming the park. **Neu** stated that Parks and Recreation supported a

name change because of the confusion between Bonneville Park and Bonneville Community Park. HPC recommended changing the Bonneville Community Park name to Kirkpatrick Park as another option.

With no other business, **Nielson** adjourned the meeting at 6:41 PM and the Commission moved into the work session.

The work session began at 6:43 PM.

The Commission and guests, John Banks and Martin Peace, discussed possible options to utilize the Brady Chapel for functions and events.

Nielson stated the purpose of the meeting was to express the HPC's interest in the preservation of the Brady Chapel, as well as future activities to elicit funds for the Brady Chapel, and how the HPC may assist the City to achieve these goals.

Peace stated approximately two or three years ago, they started a project to remake the finials of the Brady Chapel. Herzog mentioned the HPC gave the City $35,000.00 to have new finials hand chiseled. **Peace** continued stating that one third of the City's funds for maintenance were redirected and there were no funds available to install the new finials. **Neu** asked what the cost would be to reinstall the finials. **Peace** stated he did not have a cost estimate yet. He mentioned he still has to rent a lift to remove one of the final finial pieces, the bottom main part. This needs to go to Blaine Thomas, who would take it to Idaho Falls so the remaining blocks can be chiseled into the new finials. He will get a quote for this task. Peace mentioned this project was two-thirds paid for and he felt the first project on the Brady Chapel would be to finish the finials. **Neu** thought it would be nice to have the finials finished by the Brady Chapel's centennial birthday in 2022. **Peace** agreed and felt it was a reasonable goal. He stated the crowns have been off for 30-years. The original pins used to hold the finials were made from carbon based steel (the cause of the stones splitting because carbon-based steel expands and flakes) and should be been made from brass or stainless steel. It was recommended to use stainless steel pins to avoid this in the future.

Herzog and Neu mentioned that each of them has a digital copy of the original Brady Chapel plans and can print hard copies from the digital set. **Nielson** asked if there was any City money available for the finials or could there be. **Banks** commented he did not request that for Fiscal Year 2017, if there are any funds leftover at the end of this Fiscal year he could appeal to City Council to let P&R use it for that purpose. Banks clarified that we need to get one of the stones off the building and to Blaine Thomas for a new one to be chiseled, get the new pins, and he asked if Blaine Thomas would be the one to install the new finials. **Peace** mentioned the bottom sections are big and heavy and he was not sure Blaine Thomas would be able to install the bottom sections, but he would know someone who could install the bottom pieces. Peace would get estimates.

Neu commented that people were commenting the chapel would be great for weddings, receptions, and other events. **Herzog** mentioned it was not ADA accessible. **Neu** stated she has a letter from Lynn Transtrum, Building Official with the City of Pocatello, stating that ADA requirements were not required

to hold functions at the Brady Chapel due to it being a historic building that is listed on the National Register of Historic Places.

Banks stated a contract and policy would need to be drafted to include items such as a cleaning deposit, port-a-potty rentals, set up and taken down, part-time staff facilitator for the functions to oversee the property, clean up, possible parking and traffic control, etc. **Herzog** mentioned there could be different rental package options for people to select from with different prices. **Banks** wanted the policy, rental agreements, and fee costs (traffic control, porta-potty rentals, cleaning, and electricity use) drafted and ready to submit to Council for approval.

Alvord mentioned getting business sponsors for corporate donations. Jim Johnston may be a good contact. Idaho Heritage Trust (in-kind and donations could be used for matching funds) **Herzog** asked if the $35,000.00 could be used as a match that we paid for the finials. **Neu** stated she would check. All contributions would be placed in the earmarked fund for Brady Chapel maintenance. **Banks** asked for someone from the HPC to create a draft policy for the different types of activities and logistics involved. **Herzog** volunteered. Banks stated we could develop the draft and take that to City Council and have them sign off on it before presenting it to the public. **Herzog** asked if the draft policy would include the pricing fee schedule, event, staffing, etc. **Banks** stated yes. **Neu** asked if she should continue with press release that the HPC has adopted the Brady Chapel as their next project, looking for the pews, fundraising to begin for the finials, and in conjunction with P&R to generate some excitement in the community. **Neu** stated the 955 Fund would be where the donations will be deposited and earmarked for Brady Chapel maintenance projects.

With no other business to discuss, **Chair** Nielson adjourned the work session at 7:20 PM.

Submitted by: _____ Approved on: _____

Aceline McCulla, Secretary

AGENDA # 3

HISTORIC PRESERVATION COMMISSION
Minutes for July 16, 2016 – 10:00 a.m.
East Center Street and South 1st Avenue

There was not a quorum of members. Those in attendance were: Latecia Herzog, Nick Nielson, Mary Kuehler and Terri Neu, staff.

The HPC painted the sign at the corner of East Center Street and South 1st Avenue. They arrived at 10:00 am and completed the work at 12:00 pm. No business was discussed.

Submitted by: _____ Approved on: _____
Terri Neu, Assistant Planner

AGENDA # 3

HISTORIC PRESERVATION COMMISSION
Minutes for July 20, 2016 - 6:00 p.m.
City Council Chambers, Municipal Building
911 North 7th Avenue, Pocatello, ID 83201

The work session began at 6:05 P.M.

PRESENT: Jacquee Alvord, Jeffrey Jimenez, Mary Kuehler, and Nick Nielson.
EXCUSED: Stephanie Christelow, Latecia Herzog, and Kelsey Stenersen.
STAFF: Terri Neu.
GUEST: Councilmen Jim Johnston

**** WORK SESSION ****

The Commission will have a work session to finalize plans for the Cemetery tour and reception in October.

Jim Johnston presented what the Idaho State Historical Society Trustees will be doing during their meeting in August. The tour will include the Fort Hall Museum, the Blackfoot Museum, the Potato Museum, Pocatello Museum, the Bannock County Museum, and the Museum of Clean. On Monday, August 8, 2016, from 6 PM to 8 PM, anyone interested in history will be invited for a meal at the Meridell Park. There will be presentations given from people about what they are doing to preserve history throughout Eastern Idaho.

Commission members discussed the draft rental policy for the Brady Chapel and monthly activities for 2017.

Chair Nielson ended the meeting at 7:08 PM.

Submitted by: _____ Approved on: _____
Aceline McCulla, Secretary

AGENDA ITEM NO. 4

TO: Historic Preservation Commission

FROM: Terri Neu, Assistant Planner

DATE: Meeting Date – August 3, 2016

RE: Certificate of Appropriateness request for a new projecting sign at 328 W. Clark Street

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REQUEST

Sign Up Signs and Graphics, representing The Tasting Room, has submitted applications for a sign permit and certificate of appropriateness for a new projecting sign at 328 W. Clark Street. The proposed sign is brushed metal with black, gray and tan background and lettering. The sign will not be lit

BACKGROUND

The building was built before 1921 and was considered "Contributory" when the Downtown Historic District was listed in the National Register of Historic Places in 1982. The Inventory-Nomination Form states, "Both street facades of this single-story red brick building have decorative brick banding. The lower store front is masked with diagonal wood siding."

ANALYSIS

Staff finds that Municipal Code Section 15.38.130(C) requires that the Commission consider the general compatibility of proposed work to the property itself as well as to the surrounding district. Exterior design, arrangement, proportion, detail, scale, color, texture and materials should be taken into consideration.

Municipal Code 15.20.230 governs size of signage within the Downtown Historic District as follows:

Building Frontage:	35 feet
Total Sign Area Allowed:	42.5 square feet
Existing Signs:	30 square feet
Sign Area Proposed:	15 square feet
Excess:	2.5 square feet

RECOMMENDATION

Staff recommends approval of the proposal.

PLANNING & DEVELOPMENT SERVICES
PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6184 FAX (208)234-6586

Received on: _____

Application Deadline: _____

HPC Meeting: _____

Dates for public hearing will not be scheduled until plan review approval has been received.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
FOR
NEW CONSTRUCTION, DEMOLITION OR
BUILDING ALTERATION WITHIN THE
DOWNTOWN HISTORIC DISTRICT
(A Prerequisite to obtaining a Building or Sign Permit)

NOTE TO APPLICANTS: The Historic Preservation Commission generally meets the 1st and 3rd Wednesdays of each month at 6:00 p.m. In order to appear on the agenda, complete application materials must be submitted to the Planning & Development Services Department two (2) Thursdays prior to the meeting date. Complete applications will be considered by the HPC within twenty-one (21) days of receipt.

APPLICATION DATE: 7/14/2016 APPLICANT NAME: Jim Hickey

MAILING ADDRESS: 328 West Clark PHONE NUMBER: 413-1775

ADDRESS OF BUILDING/PROPOSED BUILDING: 328 West Clark

TYPE OF WORK:
- ☐ New Construction
- ☐ Demolition*
- ■ Exterior Building Alteration (Sign)

TYPE OF REVIEW BEING REQUESTED:
- ☐ Preliminary Only
- ☐ Final Approval
- ☐ FILP Funding Assistance

*All demolitions require a public hearing in accordance with Section 17.04.210. All such hearings shall be set within forty-five days after receipt of an application. See #5 below.

BRIEF DESCRIPTION OF WORK: New projecting sign installed on fascia of building. Sign will be double sided and installed on black metal frame with guy wires securing to building. The sign will be a brushed metal with logo graphics on both sides.

THIS APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING MATERIALS (pursuant to the Zoning Ordinance Section 17.04.210):

1. Photographs of existing conditions relative to adjacent buildings.
2. A clear statement and scope of the proposed work, to include such things as colors, materials, landscaping and signs. Must include samples of paint, materials, etc.
3. Colored drawings illustrating the size, height and completed appearance of the proposed work.
4. A site plan showing all existing and adjacent buildings and structures, as well as drawings of the proposed work.

5. In cases where the application is for demolition, the necessity for the demolition shall be justified in writing. This shall include at a minimum:

   A. A detailed structural analysis conducted by a licensed architect or structural engineer.

   B. The reasons for the building's demolition and the urgency for so doing.

6. Any other information deemed necessary by the Commission. This should include information and materials to assist the Commission in evaluating the proposal based on the following factors:

   A. Adverse impacts to the historical integrity of the property or structure shall be minimized.
      1. Changes to the defining characteristics of the building or site shall be minimized.
      2. Removal of historic materials and features of the building or site shall be minimized.
      3. Historic materials shall be retained where possible. Where not feasible, compatible materials shall be encouraged.

   B. The proposed work shall be compatible with the property or structure itself, as well as the surrounding neighborhood or district. Consideration shall be given to exterior design, site layout, proportion, detail, scale, color, texture, and materials.

   C. Landscaping shall be compatible with the historic character of the property itself, as well as with the surrounding neighborhood or district.

   D. The style, materials, size and location of signs shall be compatible with the historic character and scale of the property or structure as well as the surrounding neighborhood or district.

   E. The Historic Preservation Commission must consider the property's suitability for preservation or restoration; educational value; cost for preservation or restoration; cost of acquisition, restoration, maintenance, operation, or repairs; possibilities for adaptive or alternative use of the property; appraised value and administrative and financial responsibility of an person or organization willing to underwrite all or a portion of such costs.

7. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease.

PLEASE NOTE: Issues relating to access to or encroachments upon public rights-of-way are not within the purview of the Historic Preservation Commission. Such matters must be reviewed and decided by separate application to the City Council.

The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this land use permit does not exempt applicant from the provisions of the federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.

This application shall not be considered complete (nor will a hearing be scheduled) until all required information has been submitted and verified.

I hereby acknowledge that I have read this application and state that the above information is correct and I agree to the above terms and conditions. I am also aware the applicant or a representative must be present at the Historic Preservation Commission meeting.

Print Building/Property Owner(s) Name: Jim Hickey Date: 7/14/2016

Signature of Building/Propety Owner(S): _____

IMPORTANT: Should the Commission decline to issue this certificate, applicants may appeal to the City Council by written request submitted to the Planning & Development Services Department within forty-five days.

PLANNING & DEVELOPMENT SERVICES
PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6184 FAX (208)234-6586

A MUNICIPAL CORPORATION OF IDAHO

APPLICATION FOR A SIGN PERMIT
(On-Premise Signage)

Filing Fee $62.00

Submittal Date:_____

Contact Name:_____

Permit #:_____

Receipt #:_____

Receipt Date:_____

Sign Contractor Information:

Name: Signup Signs and Graphics

Address: 3275 HW 30 West

Phone: 232-2938

Zoning: Comm Historic District: Yes ■ No ☐

Illumination Source: None

Power Source: Existing NA New _____

Business/Site Information:

Name: The Tasting Room

Address: 328 W Clark

Phone: 413-1775

Type of sign(s): Metal

Dimension of Face(s): 36" x 60" 2 sided

If new, elect. contractor name: NA

Is the electrical connection a standard three-prong? Yes ☐ No ☐

Height (from ground level to top of sign): 16 Ft

Total Sign Area Existing on Site (include all painted wall signs, pole signs, and window signs):
30 Sq Ft.

Building Frontage (per street front):
35 ft

Open Space (per street front):
NA

Multi-Use Facility (more than one tenant in bldg.): Yes ☐ No ■

THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION

1. A site plan which includes: the site with street locations, lot frontage dimensions, building locations(s), building frontage dimension, open space dimension, landscaping, location of all existing and proposed signage with setback dimensions from property lines, and the dimensions of said signs.

2. Schematic drawings of the proposed sign(s) which indicate dimensions, height, colors, message, type of illumination, and construction materials.

3. Structural details showing mounting to a building or pole (pole size, anchoring, concrete footings, etc.).

4. Photographs of the site showing building and proposed location of sign(s).

IF THIS PERMIT IS FOR REUSE OF NONCONFORMING SIGNAGE, THE FOLLOWING MUST ALSO BE PROVIDED:

5. Documentation that the message of the existing sign has not been incorrect for over one hundred eighty days. Such documentation may include lease papers, utility records, or the like.

6. If for a new business, estimates for the cost of refurbishing the existing sign and installing a conforming replacement.

The undersigned applicant and/or applicant's representative hereby agree to indemnify, protect, and save the City harmless from all costs, loss, or damage which may be sustained by reason of the erection, maintenance, use, or removal of the sign(s), and that the sign(s) may be removed as provided in the City ordinances. **The approval of this sign does not permit the violation of any section of this or other City ordinances.** I/we hereby acknowledge that I/we have read this application and certify that the information provided is correct. Further, I/we understand that it is my responsibility, as the sign contractor, to secure a sign permit prior to commencement of any work including fabrication and installation of said signs. A permit should be available in the City Planning & Development Services Department 5 working days after submittal of a complete permit application. Further, by my signature below, I acknowledge that any and all conditions will be adhered to and are understood, that all work will be done in accordance with the issued permit, and that I am authorized to do so by the building/property/business owner.

		Shane Martin Digitally signed by Shane Martin DN: cn=Shane Martin, o, ou=Signup, email=shanemsignup@gmail.com, c=US Date: 2016.07.14 14:25:59 -06'00'	7/14/2016
Signature of Sign Owner	Date	Signature of Sign Contractor	Date

Signage should be completed within ninety days of obtaining a permit. Permits and exceptions are not transferrable.

SEE ATTACHED SIGN PERMIT CHECKLIST FOR CITY'S APPROVAL SIGNATURE AND STAFF COMMENTS AND/OR REQUIREMENTS FOR THIS SIGN PERMIT.

Staff Use Only Below This Line

PERMIT INSPECTION - P & DS

Date: _____ By: _____

Status/Action:

_____

_____

SIGN & ELECTRICAL INSPECTION - BUILDING

Date: _____ By: _____

Status/ Action:

_____

_____

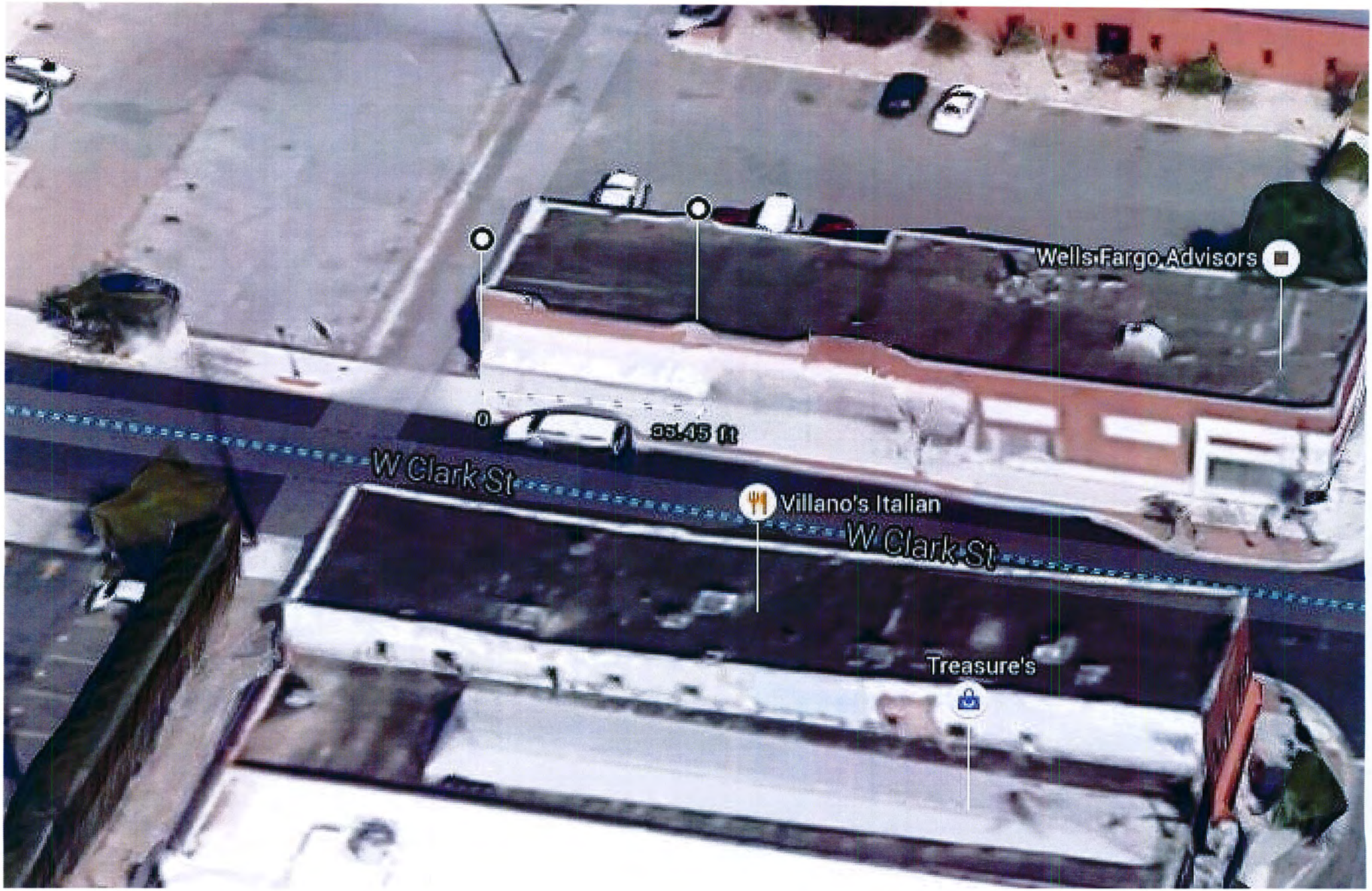
POCATELLO, ID

the

tasting room

WINE & BEER

the
tasting room
POCATELLO, ID
WINE & BEER


Wells Fargo Advisors
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W Clark St
Treasure's

2017 HPC Presentations

Pocatello Historic Preservation Commission

January—Bear River Massacre

February—Abraham Lincoln

March—Railroad and Model Trains

These events will be held on the 2nd Tuesday of the month at 6 pm in the City Council Chambers at the City of Pocatello, 911 N. 7th Avenue, Pocatello.

April—Woodmen of the World

May—Memorial Day

June—Masons

July—Pioneer Day

August—Greek Festival

September—Japanese

October—Annual Event

November—Veteran's Day

These events will be held at the Brady Chapel at Mountain View Cemetery at 10 am on the 3rd Saturday of each month except for Memorial Day, October's annual event and Veteran's Day.

City of Pocatello
Historic Preservation Commission
208.234.6184

Pocatello Historic Preservation Commission

Neu, Terri

From: Latecia Herzog <latecia@jhsarchitects.com>
Sent: Monday, July 18, 2016 11:58 AM
To: Neu, Terri
Cc: 'Nick Nielson'
Subject: Brady Chapel Use - DRAFT Use Policy.docx
Attachments: Brady Chapel Use - DRAFT Use Policy.docx

OK,
I've gone through this for wording, use, prices, formatting, etc. I don't think I'm finished, but it's pretty close to what I think would be our final document. The major items I could not decide on are highlighted, but that doesn't mean the other areas are concrete. I've compared what funeral homes are using as services pricing for our base for our pricing, the wedding venues in town (Meridell Park and Rosewood) have some pricing listed on their web page...Meridell is $50/hr. weekdays, no prices listed for weekends, Rosewood has a weekday rate of $1200 and weekends at $1600
So comparatively we could be in the neighborhood of an all-day say 10 hr. rental running $1015...I started working on a contract worksheet that lists deposits and rental times and such...but that might seem rough compared to what you guys might already have...let me know if you need anything more.

Thanks,
Latecia Herzog, AIA
JHS Architects, PA
208-232-1223

CITY OF POCATELLO

Parks & Recreation Department

DRAFT

BRADY CHAPEL FACILITIES USE POLICY

(July, 2016)

I. GENERAL POLICY STATEMENT

The City of Pocatello ("CITY") makes certain facilities available to the public to provide locations for activities and meetings, which are social, recreational, civic, or commercial in nature, and it offers services of interest and need to the community.

Any and all individuals shall be provided equal opportunity for use of CITY facilities without regard to physical limitation, race, color, sex, national origin, religion or political beliefs.

The CITY Director of Parks and Recreation ("P & R Director") or designee is authorized to interpret and implement the policies and regulations contained herein.

II. GENERAL REGULATIONS

A. RESERVATIONS

1. RESERVED USE OF BRADY CHAPEL FACILITIES:

   Individuals and organizations may obtain the reserved use of Brady Chapel by complying with the provisions of these regulations. Reserved use is defined as the exclusive, permitted use of a facility for one or more occasions.

2. APPLICATIONS:

   To obtain the reserved use of Brady Chapel, a person or organization must complete and return to CITY an application for a Use Permit.

3. CONFIRMATION:

   The reserved use of Brady Chapel is not confirmed until CITY has issued an approved Use Permit to the applicant and a deposit has been received. Signing a permit form is only an acknowledgment that the applicant has read and is familiar with the general regulations.

4. USE PERMIT:

   The Use Permit consists of the application, which must be signed by the applicant, or for an organization, by an authorized representative of the organization, and signed by the CITY P & R Director or authorized designee. Coordination may not be done through third person parties, and permits may not be transferred, assigned or sublet.

Contact/Renter Initials: _____ Date: _____

5. ADVANCE RESERVATIONS:

Reservation of the Brady Chapel may be made up to three months in advance of the date of the proposed use of the facility, subject to the following exceptions and restrictions:

An organization, group or individual cannot reserve the Brady Chapel more often in any one-year period than once a month plus two additional days for a total of 14 times in a one-year period, with the exception for funeral luncheons or services, which in their very nature are unpredictable.

Reservations for annual events or programs that occur only once or a few times per year, such as weddings, or family gatherings, etc., may be reserved up to a year in advance.

6. PERMANENT RENTAL:

No permanent rental or assignment of the Brady Chapel shall be made to any individual or organization.

7. RESPONSIBLE PARTIES:

Reservations of the Brady Chapel will be limited to responsible persons who are 21 years of age or older. The permit holder or designee will be responsible for the use, clean-up and condition of the facility. Permit holder or designee must be able to communicate with staff and understand all regulations. The permit holder is required to be on site throughout the rental period.

8. SCHEDULING PRIORITIES:

CITY sponsored or co-sponsored events shall have precedence over all other groups. In the event of conflict, the P & R Director or designee may reschedule any group. Scheduling of reserved uses and any contractual activities or programs will be carried out at the discretion of the P & R Director or designee in a fair and equitable manner, to serve the educational, cultural, and recreational needs of the general public.

9. REHEARSALS:

Whenever possible, rehearsals should take place the day of the event. If this is not possible, special arrangements can be make for rehearsals to take place before the event date. However, rehearsals cannot interrupt other events that have been planned. Please make arrangements for rehearsals a week or so before your event. If a paid event is booked after you have made arrangements, we will notify you for the need to change your rehearsal date. Bookings will always precede rehearsals.

Contact/Renter Initials: _____ Date: _____

B. MISCELLANEOUS REGULATIONS

Contact/Renter Initials: _____ Date: _____

1. PRIVATE YOUTH FUNCTIONS:

An adult chaperon, who is 21 years of age or older, will be required for every ten youths (17 years or younger) attending a private activity or function, and fifty percent (50%) of the chaperons must be parents or legal guardians of the youths attending, and may be required to provide identification. A list of chaperons may be required by CITY prior to permit approval. Children are not allowed to be unsupervised. Child care is not available and should be arranged by the parents or the user group. Also, please be aware that 5th Street is located adjacent to the Chapel, and traffic usually exceeds the posted limit. Please make sure your guests attend to their children.

2. SPECIAL EVENTS/SECURITY GUARD:

At CITY discretion, a security guard may be required for certain special events or functions. Applications for such events shall be reviewed on a case by case basis by the P & R Director or designee and/or the CITY's Legal Department. If deemed necessary, security guard fees shall be charged to the permit holder in addition to the hourly rental fee.

3. CAPACITY USES:

Maximum capacity use of the Brady Chapel is determined by State and City codes, ordinances and International Building Code, and shall be enforced without regard to the reservation of the Chapel or issuance of Use Permits for use of the facility.

Assembly Occupancies shall be maintained at or below maximum allowances. The 2012 IBC permits the following:

Assembly w/fixed seats:

166 occupants (bench seating and standing permitted)

Assembly w/o fixed seats:

190 occupants (standing room only no seating permitted)

136 occupants (chairs only-not fixed)

63 occupants (tables and chairs permitted)

4. DECORATIONS/ACCOUTREMENTS:

Groups requiring time to decorate or make other preparations must include that time in the original permit and pay accordingly. Rental patrons must supply their own ladders for decorating, please do not stand on our pews or tables, do not allow guests or photographers to climb or stand on this National Landmark Treasure. All decorations must be removed by user group immediately following the activity. Make sure you let those whom do your decorating know these rules.

a) All decorations, silk flowers, petals, etc. will be picked up by the customer both inside and out.

Contact/Renter Initials: _____ Date: _____

b) It is suggested that the patron concentrate on table decorations, flowers, and portable room decorations.

c) No nails, staples, tacks or tape shall be permitted on the walls, ceilings, windows, floors, woodwork, pews, or any part of the inside or outside of the building.

d) Prior approval must be obtained for the use of helium balloons and a fee will charged for the removal of any/all balloons that remain in the vaulted ceiling, lights, etc. of the Chapel.

e) No candles with flame, confetti, glitter, straw or hay are allowed. LED candles are permitted.

f) Birdseed or bubbles at weddings is preferred to rice, but only at the exterior of the chapel, or extra cleaning fees may apply for cleanup or rodent and insect control purposes.
OR
The use of rice, bubbles or birdseed in and around the premises is forbidden.
OR
Rice, confetti and birdseed are prohibited on the property. This is due to safety and clean up problems. We suggest using bubbles.

g) Prior approval must be obtained for hanging any pictures, banners, signs, etc. inside/outside the facility.

C. DEPOSITS, PAYMENT SCHEDULES, USE FEES AND USER GROUP DESIGNATIONS

1. DATE HOLD/SECURITY/CLEANING DEPOSIT:

a) A Date Hold deposit of $75 is required for all events at the time of reservation. If events are scheduled over a two day period, a Date Hold deposit is required for each day of the event.

b) Reserved use of the Brady Chapel requires a conditionally refundable security/cleaning deposit to insure proper clean-up and to cover breakage, loss, or damage, which is $250.

c) All deposits are in addition to rental fees. The applicant shall be required to pay full cost of breakage, damage or loss regardless of the amount.

d) Proper clean-up shall be determined by the staff on duty. Any clean up or repairs done or administered by the staff will be withheld from the facility cleaning/security deposit.

e) Groups are expected to clean up after use and restore facility to original condition. The cleaning/security deposit will be returned provided facilities are

Contact/Renter Initials: _____ Date: _____

left in a neat, clean and undamaged condition.

f) Minimum charge for clean-up will be $100. The minimum charge would apply for clean-ups requiring less than one and a half hours and only one staff person. Additional work hours needed, will be charged at $30 per hour per person needed.

Any repairs contracted out will be at cost plus 20%. In-house repairs will be charged at time and materials plus 20%.

g) A single deposit may be made to apply to continuing scheduled use, for as long as the facilities are left in a neat, clean and undamaged condition.

h) All fees collected will be immediately deposited and held until either the end of the permitted use. Refund will be returned within thirty (30) days.

Unreported housekeeping or maintenance issues may cause serious consequences i.e. fires, leaks, mold, and pests, or serious injury to occupants. Please report potential problems immediately, including but not limited to burned out light bulbs, pealing paints, or fraying carpet.

2. KEY DEPOSIT:

a) A $50 refundable key deposit shall be charged for each key borrowed for unlocking of the Chapel. Individuals or groups borrowing a key shall be responsible for locking doors and windows upon departure.

b) Key deposits will be returned upon return of each key or held until the end of the permitted use, whichever ends last.

c) Users not wishing to have key responsibilities will be assigned a staff member and be charged a staffing surcharge as outlined in II.C.5 below.

3. FEES:

Fees for use of the Brady Chapel are set forth in (Exhibit "A"). Reserved use must include set-up and clean-up times, and no deliveries of any kind are permitted prior to beginning of permitted set-up time.

a) PAYMENT FOR ONE-TIME FACILITY USE:

For one-time facility use, total required fees and deposits are due when the application for a User Permit is submitted and approved. Signing a permit form is only an acknowledgment that the applicant has read and is familiar with the general regulations.

Appropriate forms of payment include cash, cashier's check, money order,

Contact/Renter Initials: _____ Date: _____

or credit card at the time the reservation is made. Unapproved permits will be refunded within ten (10) business days.

b) PAYMENT FOR ON-GOING FACILITY USE:

For on-going facility use, security/cleaning and key deposits must be paid at the time the application for a Use Permit is submitted. The remaining payment is due ten (10) business days prior to the starting date of the proposed use, funeral luncheons and services excepting based on schedule. If reservation is made less than 10 business days prior to scheduled starting date, all fees will be due in cash, cashier's check, money order, or by credit card at the time the reservation is made.

4. DEFINITION OF USER GROUPS:

Fees are charged for the use of the Brady Chapel based on the user group of the applicant, as defined below.

Group A:
Pocatello Resident, Pocatello Business, and Pocatello Organization: Recreational and fundraising (non-profit) use.

Group B:
Non-Resident, Non-Resident Business, and Non-Resident Organization: Recreational and fundraising (non-profit) use.

Group C:
Pocatello Resident, Pocatello Business, and Pocatello Organization: For-profit use.

Group D:
Non-Resident, Non-Resident Business, and Non-Resident Organization: For-profit use.

5. STAFFING SURCHARGE:

Applicants desiring to use Brady Chapel facilities during a time when the Cemetery office/grounds are not normally staffed shall be charged for any necessary staffing on an hourly basis. A staffing surcharge will be assessed from 5 p.m. to 9 p.m. Monday through Thursday, from 3 p.m. to 10 p.m. Friday to Saturday, and from 3 p.m. to 8 p.m. Sunday, or at any time Cemetery staff is needed when not regularly scheduled.

6. PENALTY ASSESSMENTS:

A fee of $100 will be assessed if the Brady Chapel is not vacated by the time stated on the Use Permit. If the applicant allows any alcoholic beverages without

Contact/Renter Initials: _____ Date: _____

prior permission/permitting , smoking, other intoxicants or drugs while renting the Brady Chapel, the total facility cleaning/security deposit will be forfeited.

7. BRADY CHAPEL RENTAL CANCELLATIONS:

a) 15 DAYS OR MORE: Cancellations made 15 or more calendar days prior to the event will be charged a $75 cancellation fee per Date Hold. All other payments will be refunded in full if no other costs have been incurred toward that obligation.

b) 14 DAYS TO 48 HOURS: Cancellations made less than 14 days but more than 48 hours before the event will forfeit one-half of the rental fees and security fees if any charged by the CITY's authorized security company. The facility cleaning/security deposit will be refunded in full.

c) 48 HOURS OR LESS: Cancellations less than 48 hours prior to rental will forfeit entire rental fees and security fees if any charged by the CITY's authorized security company. The facility cleaning/security deposit will be refunded in full.

D. FACILITY DAMAGE

1. Brady Chapel shall be left by the user in the same condition as it was prior to the use of the facility. Report any damages or thoroughly document the Chapel's condition when you arrive, make a detailed list of the conditions of the property, including the structural components, flooring, windows, and furnishings supplied by the CITY. You can also take detailed photographs of the Chapel's condition upon possession.

2. Any person or group causing property or equipment damage will be required to pay for repairs, reconditioning, or replacement. Until payment is received, CITY shall have the right to cancel the group's Use Permit and reject future applications for a Use Permit.

3. Under no circumstances is furniture or equipment to be removed from the Brady Chapel without written permission of the P & R Director or designee.

4. See Section I.C.1 DATE HOLD/SECURITY/CLEANING DEPOSIT: C.1 above.

E. USE DENIAL AND REVOCATION

1. Use of the Brady Chapel may be denied by the P & R Director or designee based on any of the following.

a) Unavailability of requested times.

b) Hazardous conditions of the facility.

Contact/Renter Initials: _____ Date: _____

c) Annual maintenance or emergency repairs.

d) Past violations by applicant of CITY regulations pertaining to use of facility.

e) Facility may not be used for the ongoing conduct of religious services.

Contact/Renter Initials: _____ Date: _____

f) If the activity is not compatible with accepted legal and moral standards, and/or could be detrimental to the best interest of the community, and/or Cemetery and/or Parks and Recreation Department.

2. Use of the Brady Chapel may be revoked by the P & R Director or designee based on any of the following.

a) If any requirements of these regulations or the Use Permit are not met.

b) If the activity is not compatible with accepted legal and moral standards, and/or could be detrimental to the best interest of the community, and/or Cemetery and/or Parks and Recreation Department.

c) Vandalism, theft, or misrepresentation of use.

d) Inadequate supervision of activity/function.

e) Failure to repair, or pay for the repair of damages to the Brady Chapel caused by permitted use.

3. If a permit is revoked, use denial is effective for one (1) year. After one (1) year, the applicant may appeal to the P & R Director for issuance of a new permit.

F. LIABILITY

CITY is not liable for accidental injury to persons or loss or damage of group or individual property.

The applicant for a Use Permit shall agree to indemnify, defend and hold harmless the CITY, and all of their officers, employees and agents from any and all alleged loss, bodily injury, property damage, liability, cost or expense, of whatsoever nature, that may arise during or be caused in any way by such use and occupancy of the Brady Chapel.

The applicant for a Use Permit shall release, discharge and agree not to hold liable the CITY, and all of their officers, employees and agents for any bodily injury, death or damage to or loss of personal property arising out of the use and occupancy of the Brady Chapel.

Contact/Renter Initials: _____ Date: _____

G. INSURANCE

At CITY discretion, the CITY may require that any person or organization using the Brady Chapel for an activity or function have insurance for the activity/function. When insurance is required, a certificate of insurance must be submitted to the P & R Director or designee a minimum of seventy-two (72) hours prior to the event. Activities and the potential need for insurance will be judged on an individual basis.

The insurance certificate must name the CITY, and their officers, employees and agents as additionally insured and cover all activities associated with the use of the Brady Chapel.

1. INSURANCE GROUP DEFINITIONS:

a) Private Party/Organization Event or Function: Use permit holders conducting events, activities or functions organized by an organization or a private party that is open or closed to the public.

b) Contract Instructors/Classes: All instructors who contract with the CITY for providing programs, and all Use Permit holders using facilities on a professional basis regardless of whether an entrance fee is charged. The P & R Director or designee will determine if a low risk class is required to obtain insurance.

Amount required: $1,000,000

Liability insurance for all groups is required to include:

- bodily injury and property damage liability
- product liability
- personal injury liability
- food or beverage if served as part of the activity
- participants legal liability
- fire legal liability
- vehicular liability

III. GENERAL REGULATIONS GOVERNING USE BRADY CHAPEL

A. POLICIES ON ALCOHOL AND SMOKING DRUG USE

1. ALCOHOLIC BEVERAGES:

ALCOHOLIC BEVERAGES IN PUBLIC PARKS NOT SPECIFICALLY LISTED UNDER CITY CODE SECTION 12.36.060 Prior approval by City Council is required.

Contact/Renter Initials: _____ Date: _____

If you desire to have alcohol at your event, a Beer/Wine Permit must be obtained. Permit applications may be acquired at the Community Recreation Center located at 144 Wilson Ave, Pocatello, ID. Applicants must be at least 21 years old and bring a valid, picture ID at the time of application. Beer/Wine permit applications for locations not specifically listed under City Code Section 12.36.060 must be approved by the City Council. To allow sufficient time for the Council approval process, applications must be received at least 3 weeks prior to your event date.

Approved permits must be on-hand during your event.

PLEASE NOTE- Possession/consumption of alcohol in any City property, without an approved permit, is unlawful and subject to citation under City Code sections 12.36.140 and 1.04.040. Any underage drinking can stop the event. If a guest becomes belligerent, or violent, they will be asked to leave.

2. SMOKING:

No smoking is allowed in any CITY facility, including the Brady Chapel. Smoking of any nature is prohibited, including electronic cigarettes. Please provide ash trays outside the facility for your guests, and please make sure that they are used. Please make sure you and your guests are respectful of the graves and other fixtures in the cemetery.

3. DRUG USE:

Absolutely no illegal drugs will be allowed. If drugs are found on the premises at any time, you will be evicted from Brady Chapel and Mountain View Cemetery immediately and the police department will be notified.

B. USAGE TYPES

1. FUND RAISING:

Non-profit groups that desire to use the Brady Chapel for fund raising purposes shall be allowed to do so subject to policies and fees contained herein. Non-profit organizations using the Brady Chapel for fund raising will be required to pay all associated fees based on the non-profit rate as required by the Brady Chapel Facility Use Fees (Exhibit "A"). Organizations will be required to submit proof of non-profit status, including their tax identification number, prior to approval of a permit.

2. COMMERCIAL USE:

Commercial organizations or private parties selling or promoting a product or service, or conducting fund raising activities will pay commercial rates for use of the Brady Chapel. Concession permits and fees may also apply.

Contact/Renter Initials: _____ Date: _____

C. RESPECTFUL USE OF A CEMETERY AND NATIONAL REGISTER LANDMARK BUILDING

1. GENERAL INFORMATION:

The Brady Chapel is provided for the enjoyment of the public. Leadership and group supervision are expected in order to maintain the facility for others to enjoy.

Cemetery facilities are sanctuaries of peace for lost loved ones, their families and friends. Foliage, landscape and structures shall not be defaced, destroyed or removed, and wildlife shall not be disturbed, please treat them with respect.

2. UNAUTHORIZED MOTOR VEHICLES:

No use of motor vehicles will be allowed on any landscaped Cemetery grounds without prior written approval. Vehicles shall only be permitted on approved roads, pathways, or designated parking areas.

3. GARBAGE:

Rubbish, garbage and litter shall be deposited in designated receptacles.

4. FIRES:

No fires OR open flames of any kind will be allowed or conditionally approved. LED candles are permitted. See II.B.4.e) DECORATIONS/ACCOUTREMENTS: above.

5. FOOD AND CATERING:

The CITY is not responsible for any food served to your guests. Please make sure that you hire a reliable caterer. If you are bringing food in yourself, make sure that it is properly stored before serving. You or your caterer will be responsible for setup, cleanup and disposal. There are no facilities at this location.

Contact/Renter Initials: _____ Date: _____

6. ANIMALS:

No animals are allowed within the Cemetery grounds, with the exception of certified Service Animals, certificates for each Service Animal must be on-hand during your event.
OR
Dogs must be restrained at all times by a leash not to exceed six (6) feet in length. Owners are required to clean-up after their dogs. All groups and individuals will be subject to all CITY rules and regulations governing recreation facilities within the Cemetery grounds.

7. AMPLIFIED SOUND:

Amplified sound is not permitted in or at the Brady Chapel without prior written approval. Piano, choral, acoustic music is permitted without amplification.

8. BANNERS/SIGNAGE:

The use of ribbons, balloons, banners or signage of any type, permanent or removable, is not permitted at the Brady Chapel or on Cemetery grounds owned or operated by the CITY without prior written approval. See Section II.B.4.g) above.

9. EQUIPMENT STORAGE:

Use of bounce houses, dunk tanks and other amusement type of equipment is not permitted.

Storage of decorations and equipment is NOT allowed at Brady Chapel, unless previous arrangements have been made for set-up, EQUIPMENT intended to be unattended at building must be covered by Insurance as prescribed for liability issues. Facility user's property (equipment, supplies, etc.) must be removed from the Chapel immediately following the activity.

The CITY reserves the right to remove from the premises any items deemed hazardous to the facility, i.e. unattended heating equipment, food products, other electrical items, or any remaining items. If such equipment or supplies are not claimed within two (2) weeks after notice to the owner, the CITY reserves the right to dispose of such property in any manner it deems appropriate.

CITY will not be held responsible for the loss, damage, or theft of equipment or articles owned by the user.

Contact/Renter Initials: _____ Date: _____

10. MECHANICAL/LIGHTING/ELECTRICAL SYSTEMS

Only CITY staff is allowed to regulate lighting and public address system or any other electrical or mechanical system in the building.

Please note that the Brady Chapel has not/does not have heating or air conditioning, please be advised that heating and cooling equipment will not be allowed during your reservation, for the safety of your guests and the facility.

D. HOURS AVAILABLE FOR RESERVATION:

1. DAYLIGHT SAVINGS TIME:

Monday - Thursday: from 9 a.m. to 9 p.m. (based on staffing availability)
Friday - Saturday: from 8 a.m. to 10 p.m. (based on staffing availability)
Sunday: from 10 a.m. to 8 p.m. (based on staffing availability)

2. STANDARD TIME:

Monday - Thursday: from 9 a.m. to 5 p.m. (based on staffing availability)
Friday - Saturday: from 9 a.m. to 7 p.m. (based on staffing availability)
Sunday: from 10 a.m. to 5 p.m. (based on staffing availability)

3. HOLIDAYS:

The Brady Chapel is not available for reservation on the following Holidays: New Year's Eve, New Year's Day, Easter, Independence Day (July 4th), Thanksgiving, Christmas Eve, Christmas Day, and day after Christmas, or any holiday that staff is not available.

The Brady Chapel is not available for reservation during Memorial Day, Patriot's Day (September 11th), or Veteran's Day, those days are intended for use by the Public or open -house.

E. MINIMUM TIME FOR RESERVED USE:

a) Minimum time for reserved use of the Brady Chapel will be two (2) hours. A fraction of any hour used thereafter will be charged to the nearest ½ hour at half the hourly rate. No refunds will be issued for time reserved but not used. See Exhibit "A" below for rates.

Contact/Renter Initials: _____ Date: _____

F. PHOTOGRAPHY, VIDEOTAPING AND VENDING AT BRADY CHAPEL EVENTS

1. Independent Photography, Videotaping and/or Vending at the Brady Chapel requires a Vendor/Concession Permit to be obtained, as follows:

a) In order for a user group to provide for photographing or videotaping an event either by use of a commercial vendor or photographer or by providing the photography or videotaping services itself.

b) In order for a user group to either provide for a commercial enterprise to sell food, beverages, or products at a group's event, or for the group to sell food, beverages, or products. Insurance requirements also apply. Vendor must carry approved CITY permit on site during photography/videotaping/vending activities.

BRADY CHAPEL USE FEE EXHIBIT "A"

USER GROUPS:	**(A)** Pocatello Resident, Pocatello Business, and Pocatello Organization ***Recreational and Fundraising (non-profit) Use**	**(B)** Non-Resident, Non-Resident Business, and Non-Resident Organization ***Recreational and Fundraising (non-profit) Use**	**(C)** Pocatello Resident, Pocatello Business, and Pocatello Organization ***For Profit Use**	**(D)** Non-Resident, Non-Resident Business, and Non-Resident Organization ***For Profit Use**
USE FEES:	Initial hour $250* Additional hours, $85* *Chapel or Outdoor Venue (for up to 150 guests)	Initial hour $300* Additional hours, $95* *Chapel or Outdoor Venue (for up to 150 guests)	Initial hour $350* Additional hours, $100 *Chapel or Outdoor Venue (for up to 150 guests)	Initial hour $375* Additional hours, $125 *Chapel or Outdoor Venue (for up to 150 guests)

Contact/Renter Initials: _____ Date: _____

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Event date(s): _____

Set-Up Time: _____ Event Start Time: _____

Event End Time: _____ Wrap-up Time: _____

Event name: _____ Number of guests: _____

Single Event or multiple days/nights: _____

Details (For the best event pre-planning and production please provide a detailed plan and desired schedule for specific times and aspects of your event).

Client/corporation: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Company: _____

Primary Phone: _____ Secondary Phone: _____

Email address: _____

NOTE: rental time is based on the number of hours indicated not less than 2 hours, which is inclusive of load-in and load-out time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than 2 hours.

Rates Applied:

Date Hold Fee: _____

Initial Hour: _____

Additional Hours: _____

Security/Cleaning Deposit: _____

Special Events/Security Guard Fees: _____

Key Deposit: _____*

*I acknowledge that if I opt out of securing a key and paying the Key Deposit, I will be assigned a staff member and may be charged a staffing surcharge as outlined in II.C.5 above

Special Event Liability insurance: Initial Here_____**

**I acknowledge that at CITY discretion I may be required to purchase Liability Insurance for my event, a copy of your certificate is due no later than ten (10) days prior to your event.

Initial Here_____***

*** I acknowledge that any additional costs that arise will be due within two (2) days of my event.

Payments should be made to Brady Chapel Fund. Cash, check and major credit cards are accepted.

Contact/Renter Initials: _____ Date: _____

Acknowledged, agreed and authorized by

Primary contact/renter: _____ date: _____

Acknowledged and agreed by

CITY P & R Director or designee _____ date: _____

CREDIT CARD PAYMENT AUTHORIZATION FORM

Please complete and sign this form to authorize the CITY to make a debit(s) to your credit card listed below. Once complete, please email to_____ or fax to _____.

By signing this form, you give the CITY permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize the CITY to immediately charge my credit account a date-hold deposit. A date hold deposit will be charged for each day of your event if the duration of your event is more than one 8-hour rental period or runs over an additional day. Deposits are refundable per Section II.C. DEPOSITS, PAYMENT SCHEDULES, USE FEES **AND USER GROUP DESIGNATIONS** above. This payment is for my event on _____

Please note that the space rental fees balance will also be charged to this card thirty (30) days prior to your event. Miscellaneous costs will be charged ten (10) days prior to your event. Any additional costs that arise after that date will be charged within two (2) days of your event. If you would like to use an alternative payment method (check, additional credit card, cash) for the space rental fees balance and/or miscellaneous costs, please check here _____.

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date, the original credit card will be charged.

Billing Address _____ City _____ State ____ Zip _____

Billing Phone_____

Email _____

Contact/Renter Initials: _____ Date: _____

Account Type: Visa MasterCard AmEx Discover

Cardholder Name _____

Account Number _____ Expiration Date _____ (DD/YY)

CVV2 Number _____ (3 digit number on back of Visa/MasterCard or 4 digits on front of AmEX)

SIGNATURE _____ DATE _____

I authorize the CITY to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Please initial and date the previous 20 pages.

Contact/Renter Initials: _____ Date: _____