

Cathedral of Our Lady of Guadalupe Rental Policy

This policy is effective as of January **1st, 2026**. Our facilities are normally not available for rent on Sunday. Priority is always given to Parish and Archdiocese events. Permission to serve alcohol must be approved by the pastor and the renting party is responsible to follow all civil laws and apply for a permit through the Alcohol Control Board & the Anchorage Police Department as required. We are a smoke free campus. All rentals end at 11pm with all persons gone from the facility, all decorations removed, and all cleaning completed. There will be no extension of rental time given at the event.

The Cathedral of Our Lady of Guadalupe reserves the right to rent facilities only to those individuals or organizations whose mission, practices, or purpose of rental does not contradict the purpose, mission and teachings of the Roman Catholic Church. The Parish reserves the right to decline rental or cancel a scheduled event to anyone who does not meet the requirements set forth in this policy.

Renters and Fees	Guadalupe Lounge	Juan Diego Lounge	Tepeyac Lounge	Aztec Lounge
Group A				
Active OLG parishioners*	\$100 / hr.	\$50 / hr.	\$50 / hr.	\$65 / hr.
Group B				
Non-profits, non OLG individual/group	\$200 / hr.	\$100 / hr.	\$100 / hr.	\$130 / hr.
Group C				
Commercial or For-profit groups	\$300 / hr.	\$150 / hr.	\$150 / hr.	\$195 / hr.

*The person for whom the facility is being rented must have been a registered and/or regularly financially contributing parishioner for 1 year prior to the scheduling of the rental. Generally, this means that the individual has regularly been attending mass and contributing financially. The pastor has the final determination of who qualifies. (An example of one who does not qualify is someone who has not contributed regularly to the parish but has a relative living in the parish and wants to rent the facility via a friend or family member because of their registration/financial contributions) Registration and use of envelopes or online contributions is the normal way of determining regular financial contributions.

Kitchen Rates	Groups A & B	Group C
	\$350.00 / day(10 hrs.)	\$40/hr cold or \$45/hr hot (min 3 hrs.)

Audio Visual Rates	Parish AV equipment requires a \$30.00 payment plus \$15.00/hour of usage. Personal from Our Lady of Guadalupe will be onsite to operate/facilitate usage. (tv's, sound system)
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Other Rates	
Reservation/Security deposit	\$500.00 deposit reserves date on parish calendar. If reservation is canceled by renter or because of failure to comply with policy, only \$250.00 will be refunded. If an event is held, the entire \$500 is used as a security deposit. After the event, refund will be based on no damage, compliance with decoration rules, and amount for facility cleaning needed by OLG Personnel. In case of severe damage or cleaning, additional charges will be assessed.

Liability Insurance (Required)	\$125 per event and must be in the NAME of the person/group renting facility.
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Set up (decorate) a day early	Setup is normally on the day of rental and is included in the rental time. If decorating the day before, there is a \$500.00 charge and must be completed between 5pm-10pm.
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FULL PAYMENT	Full payment must be submitted 1 month prior to the event or rental will be canceled. If rental is scheduled less than one month from the event date, full payment is required with security deposit.
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Cathedral of Our Lady of Guadalupe Rental Agreement

Revised 11/1/2025

(Please initial each bulleted item)

- ☐ I acknowledge that I am responsible for all my guests following the guidelines set forth in this agreement and the rental policy
- ☐ I agree to have all people exit the facilities by the end time on the rental agreement and have removed all decorations removed by that same time.
- ☐ I agree to only use the rooms which were rented and abide by the hours specified in the rental agreement.
- ☐ I acknowledge that we are free to rearrange and augment the number of tables and chairs, and at the end of the event will leave the tables and chairs where they were used.
We will not stack the chairs or put tables away.
- ☐ I will leave all trash in the parish-provided barrels and trash bags inside the facility.
- ☐ I will not use glitter or small cut-out decorations that are difficult to sweep up.
- ☐ All rooms will be cleaned to a condition to which it was found before the rental.
- ☐ I acknowledge again that alcohol is only allowed with the pastor's permission, and if given will abide by all legal requirements to serve alcohol.
- ☐ I agree that those who I have asked to decorate will not use any nails, tacks, staples, tape, gum or other sticky substance that creates a hole or adheres to the surface of any part of the facility.
Failure to abide with this will result in complete loss of security deposit.
- ☐ I agree to not use any inflatable recreational device(jumpers).
- ☐ I agree to have children supervised while at event
- ☐ **I acknowledge that failure to follow all provisions of the rental policy will result in some or all of the security deposit as determined by the pastor.**

Party renting facility _____
Printed name Signature

Start of event _____

End of event _____
Date Time

Parish Representative _____

Facilities rented	Guadalupe	Juan Diego	Tepeyac	Aztec	Kitchen
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(circle all rented)

Deposit paid	_____	Rental Paid	_____	Deposit returned	_____
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Date	_____
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