



## Facility Rental Agreement

Office Hours 9-5, Mon-Fri

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Date(s) of Function: \_\_\_\_\_ Total number of days: \_\_\_\_\_  
 Times: In Building: \_\_\_\_\_ Out Building: \_\_\_\_\_ Function Starts: \_\_\_\_\_ Function Ends: \_\_\_\_\_  
 Function Name (For Signage): \_\_\_\_\_  
 Group/Entity Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 On site contact: \_\_\_\_\_ Cell: \_\_\_\_\_ Ph: \_\_\_\_\_

### Available Rooms and Capacities

Room Name	Sq. Ft.	Size	Classroom	Square	U-Shape	Rounds	Banquet	Theatre	Reception
Aurora Borealis	2635	47 x 56	84	72	60	160	168	180	180
North Star Classroom	1316	47 x 28	30	36	30	64	70	70	75
Aurora Classroom	1316	47 x 28	30	36	30	64	70	70	75
Sundog Conference	434	31x 14	15	18	15	32	24	35	35
Orientation Room	650	25 x 26	18	16	18	32	36	60	60
Aurora Breakout Room	494	26 x 19	15	12	9	24	18	24	24
Earth Lobby	1912								125
North Star Breakout Room	494	26 x 19	15	12	9	24	18	24	24
Dorm Rental (10 Minimum)	<b>19 Girls Bunks available &amp; 19 Boys Bunks available</b>								

### ROOM RENTAL RATES

Room Name	4 hours	8 hours	Additional Hours
Aurora Borealis	<input type="checkbox"/> \$325	<input type="checkbox"/> \$600	<input type="checkbox"/> \$65
North Star Classroom	<input type="checkbox"/> \$175TBD	<input type="checkbox"/> \$300	<input type="checkbox"/> \$35
Aurora Classroom	<input type="checkbox"/> \$175	<input type="checkbox"/> \$300	<input type="checkbox"/> \$35
Sundog Conference	<input type="checkbox"/> \$150	<input type="checkbox"/> \$250	<input type="checkbox"/> \$30
Orientation	<input type="checkbox"/> \$175	<input type="checkbox"/> \$300	<input type="checkbox"/> \$35
Aurora Breakout Room	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200	<input type="checkbox"/> \$25
North Star Breakout Room	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200	<input type="checkbox"/> \$25
Earth Lobby	<input type="checkbox"/> \$300	<input type="checkbox"/> \$550	<input type="checkbox"/> \$65
Kitchen	<input type="checkbox"/> \$250	<input type="checkbox"/> \$450	<input type="checkbox"/> \$55
Dorm Rental – flat rate	\$300.00 per night per dorm	<input type="checkbox"/> Dorm 1	<input type="checkbox"/> Dorm 2
Add kitchen to dorm rental	<input type="checkbox"/> \$100TBD	*check-in at 2:00pm, check out 10:00am	

### Room Set-up

- Instructor Table    Number of Participants \_\_\_\_\_
- Chevron                       Classroom                       square                       U-Shape                       Rounds
- Banquet (rectangle tables with chairs on both sides)                       Theatre (chairs only)
- Other: \_\_\_\_\_

**EQUIPMENT RENTAL**

Item	# Needed	4 Hours	8 hours & over	Total
LCD Projector & Screen / Portable or Fixed		\$50	\$100	
Laptop Computer		\$25	\$50	
Podium w/sound system		\$50	\$100	
Flipchart/Easel		\$30	\$30	
Cleaning Service		\$125/hour		
Teleconferencing Unit (+long distance)		\$ 10	\$20	
Videoconferencing		\$45	\$85	
Tech Support		\$85 per hour		
Tablecloths		\$8.00 per table/\$12.00 w/in 2 weeks		
Additional Power outside standard use		\$10	\$15	
Deep Fryer (pre-approval REQUIRED)		\$25		
Re-Staging		\$25		
Pastry Service		\$5.00 per person / Maximum 25		
Basic Beverage Service(Coffee/Tea/Water ONLY)		\$4.00 per person / Maximum 25		
Deluxe Beverage Service (Basic Service plus bottled water, soda and/or juice)		\$8.00 per person / Maximum 25		
Birthday Party Programming (1 hour)		\$175		
StarLab Programming (1 hour)		\$250		
Dorm Rental After Hours Arrival Fee (Between 5 PM & 9 AM)		\$25		

**Alcohol**

Are you serving alcohol at your event?  Yes  No      If YES, is it a private or public event?  Public  Private  
 If the event is open to the public, or is advertised publicly in any way, a permit would be required.

**Rentals \$\_\_\_\_\_ + Equipment \$\_\_\_\_\_ + 6% Sales Tax \$\_\_\_\_\_ + Deposit \$200= Total Balance Due: \$\_\_\_\_\_**

\*Deposit is required for all events; 50% of total or minimum of \$100, whichever is greater. \*\*\$200 Cleaning Deposit required. To be refunded upon inspection approx. 21 days following event. Cancellations thirty (30) days or more prior to event date shall receive a full refund of fees minus a \$25.00 processing fee within twenty-one (21) days of written cancellation notice. For cancellations within 30 days of event date a charge equal to one half (1/2) total event cost in addition to a \$25.00 processing fee will be charged.

Amount paid \$\_\_\_\_\_  CASH  CHECK (\$25 returned check fee)  MasterCard  VISA  Discover  
 Charge Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Expiration: \_\_\_\_\_Month \_\_\_\_\_Year      3-Digit Security Code \_\_\_\_\_  
 Name as it appears on credit card: \_\_\_\_\_  
 Signature of cardholder \_\_\_\_\_

**\*There will be an additional 3% charge for credit card users**

**Challenger Learning Center of Alaska  
Facility Rental Agreement**

The Challenger Learning Center of Alaska (CLCA) is pleased to enter into agreement with *(responsible party)*  
\_\_\_\_\_ for the date(s) of \_\_\_\_\_

for use of CLCA facility and/or property as specified solely within signed agreement and subject to the following terms and conditions.

**1. Limited License**

CLCA grants to above listed person(s) the use of the Ted and Catherine Stevens Center for Science and Technology Education solely on the event date(s) and during the event hours as specified within signed agreement. Signee will be held responsible, financially and otherwise in accordance with the Terms and Conditions attached to this Agreement.

**2. Fees and Deposits**

Renter shall pay to CLCA deposit of one half (1/2) total event costs or \$100.00, whichever is greater in addition to a \$200.00 cleaning deposit. Balance due 30 days prior to event date. CLCA shall not consider event date(s)/time(s) confirmed without receipt of deposit. For rentals scheduled within 30 days of event, full payment must be received within 48 hours. Changes to signed agreement within 30 days of scheduled event are subject to a \$25.00 processing fee.

**3. Cancellations**

Cancellations thirty (30) days or more prior to event date shall receive a full refund of fees minus a \$25.00 processing fee within twenty-one (21) days of written cancellation notice. For cancellations within 30 days of event date a charge equal to one half (1/2) total event cost in addition to a \$25.00 processing fee will be charged.

**4. No Warranty**

Facilities are provided AS IS, WHERE IS and without warranty.

**5. Indemnification**

Signee agrees that it shall indemnify, defend and hold harmless CLCA and its employees, officers and Board of Directors, from and against any and all damage, loss, claims, suites, demands, actions, fines, damages, liabilities, costs and expenses (including, without limitation, reasonable attorney's fees) arising out or signees use of the facility, including any acts or omissions of signee, its agents, contractors, employees, invitees, servants or subcontractors. Signee shall provide CLCA immediate notice of any injury or damage to persons or property in, to or around the facility or property of CLCA.

**6. Alcoholic Beverages**

The sale of alcoholic beverages must be approved through CLCA and a vendor licensed by the Alaska Alcoholic Beverage Control Board must dispense any and all alcoholic beverages on the premises. The vendor must have, during contracted occupancy of said premises, a policy of public liability and property damage insurance covering damages resulting in any manner from the use of alcoholic beverages on the premises. Said policy must be from a licensed insurance company authorized to transact business in the State of Alaska and subject to suit in Alaska. CLCA shall be named as an additional insured on said policy. Coverage shall be in the amount of \$50,000 for bodily injury, death or property damage resulting from one occurrence.

All facility rentals must follow current regulations with the Alaska Alcoholic Beverage Control Board. For more information regarding your type of event you can visit <https://www.commerce.alaska.gov/web/amco/AlcoholicBeverageFAQs.aspx>

**7. Right of Entry**

CLCA and those persons authorized by it, shall have the right to enter the facility at all times for any purpose as well as at any time in the event of emergency involving possible injury to property or persons in or around the facility.

**8. Revocation**

CLCA reserves the right to terminate this agreement at any time with no notice.

**9. Use of Facility**

- Hours of operation are Monday-Friday, 9:00am-5:00pm. Use of facility outside of regular hours of operation must be scheduled in advance and subject to approval and additional charges.
- Renters shall not have access to areas not covered under the contract agreement.
- Rental time includes your set –up and clean-up. Rental of the facility does not include prior day access. Bear in mind, additional costs may apply if more time is needed before and after an event.
- No Smoking allowed in the building. Designated smoking areas are outside the North and South exits and are clearly marked. Cigarette receptacles are provided for your use. Disposal of cigarette butts or trash on the grounds of this facility is required before leaving. Violators of this policy will be charged a \$1000.00 fee.

- All decorations and the method used for application must be approved. Nails or other hardware are prohibited for use on the facility walls, tables or chairs. Candles are discouraged. Confetti and glitter are prohibited. Damage and/or excessive cleaning will be deducted from cleaning deposit.
- Renter will comply with all Federal, State and local laws.
- All passageways and fire exits will remain clear at all times.
- **ALL TRASH AND PERSONEL PROPERTY MUST BE REMOVED UPON COMPLETION OF YOUR RENTAL.** Please dispose of regular trash items in the provided dumpster, for unusual trash items, please remove from property. Please note your cleaning deposit will be refunded upon inspection and approval within twenty-one (21) days following your event. Failure to remove trash and personnel belongings will result in a per bag fee of \$50.00.
- Damage occurring during contracted event date(s)/times is the responsibility of signee. Upon notification of damage, signee will be given opportunity to rectify damage at own expense. If adequate arrangements have not been made in a timely manner, CLCA will repair damage at signee's expense.

**10. Use of Kitchen**

- Included in kitchen rental is use of the refrigerator, freezer, ice maker, 4 burner stove with oven. The broiler and deep fryer must have prior approval for use. Specific instructions on use of appliances will be made available to those groups renting kitchen.
- Signee is responsible for condition of kitchen even with the hire of caterer.

**11. Miscellaneous**

- Entire Agreement; Governing Law:** This agreement, together with any attachments hereto, contains the complete agreement of the parties concerning the subject matter and supersedes any prior oral or written understanding, representations or agreements pertaining thereto which have not been incorporated herein. This agreement shall be construed and governed by the laws of the State of Alaska, without regard to its conflicts of law provisions.
- No Amendment:** No amendment or modification to this License shall be binding upon CLCA unless same is in writing.
- License Only:** This agreement shall be deemed to create only the relationship of licensor-licensee between the parties and shall, in no event, be deemed to create any other relationship, including without limitation landlord-tenant, principal-agent, master-servant, employer-employee or partner-joint-venture.
- No Assignment:** This agreement is for the sole benefit of the signee and CLCA. Signee may not assign or transfer its obligations or rights under this agreement. Any assignment or transfer contrary to the provisions of this paragraph shall be null and void.
- Enforcement:** Signee shall be responsible for all costs, expenses and reasonable attorney's fee incurred by CLCA in enforcing this agreement, in the event CLCA prevails in any such enforcement.

I hereby understand and agree to the above terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Responsible Party)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (CLCA Authorized Representative)