



Facility Rental Agreement

Office Hours 9a-5p, Mon-Fri

Invoice Sent # _____

Date Sent: _____

Updated November 2024

9711 Kenai Spur Highway

Kenai, AK 99611

cassie.carversavok@akchallenger.org

855.477.7926

Date(s) of Function: _____ Total number of days: _____

Times: In Building: _____ Out Building: _____ Function Starts: _____ Function Ends: _____

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 (Chairs only)	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)	19 Girls Bunks available & 19 Boys Bunks available								

ROOM RENTAL RATES

Room Name	Up to 4 hours	4 - 8 hours	Additional Hours
Aurora Borealis	<input type="checkbox"/> \$345	<input type="checkbox"/> \$660	<input type="checkbox"/> \$69
North Star Classroom	<input type="checkbox"/> \$185	<input type="checkbox"/> \$345	<input type="checkbox"/> \$37
Aurora Classroom	<input type="checkbox"/> \$185	<input type="checkbox"/> \$345	<input type="checkbox"/> \$37
Sundog Conference	<input type="checkbox"/> \$160	<input type="checkbox"/> \$290	<input type="checkbox"/> \$32
Orientation	<input type="checkbox"/> \$185	<input type="checkbox"/> \$345	<input type="checkbox"/> \$37
Aurora Breakout Room	<input type="checkbox"/> \$105	<input type="checkbox"/> \$210	<input type="checkbox"/> \$27
North Star Breakout Room	<input type="checkbox"/> \$105	<input type="checkbox"/> \$210	<input type="checkbox"/> \$27
Earth Lobby	<input type="checkbox"/> \$315	<input type="checkbox"/> \$605	<input type="checkbox"/> \$69
Kitchen	<input type="checkbox"/> \$315	<input type="checkbox"/> \$605	<input type="checkbox"/> \$58
Dorm Rental – flat rate	\$400.00 per night per dorm	<input type="checkbox"/> Dorm 1	<input type="checkbox"/> Dorm 2
Add kitchen to dorm rental	<input type="checkbox"/> \$315/per night	Dorm check-in 1:00pm-5:00pm after \$50.00 additional *Dorm check-out at 8:00am *If available, late check out for \$155	
Add eating area to Dorm rental *Accessible before/after scheduled programing.	<input type="checkbox"/> \$185 with dorm rental		

Instructor Table Number of Participants _____

Tables: Rectangle (6 ft x 2.5 ft) 60" Rounds Theatre (chairs only)

Set-up: U-Shape Hollow Square Conference Classroom Chevron

Other : _____

EQUIPMENT RENTAL

Included: Wi-Fi, tables, and chairs

Item	# Needed	Up to 4 Hours	4-8 hours & over	Total
<i>LCD Projector & Screen / Portable or Fixed</i>		\$55	\$105	
<i>Laptop Computer</i>		\$30	\$55	
<i>AV Sound System, with Podium, 1 Wireless Microphone and 2 Lapels</i>		\$55	\$105	
<i>Video Conferencing Service (Challenger's Account, up to 100 participants)</i>		\$70	\$105	
<i>Owl Video Conference Webcam (immersive hybrid meeting experience, intelligent 360 camera, mic & speaker)</i>		\$100	\$200	
<i>Smart Board Use</i>		\$200	\$400	
<i>Additional Technology Setup and IT Support</i>		\$90 per hour		
<i>Re-Staging</i>		\$265		
<i>Birthday Party Programming with room (1 hour programming- 3 total hour rental) *in Aurora or North Star Classrooms*</i>		\$375 *Add Star Lab for \$160*		
<i>Cleaning Service</i>		\$135/hour		
<i>Dorm Rental After Hours Arrival Fee (Between 5 PM & 9 AM)</i>		\$50		

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.

Send invoice to: _____

**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.

Facility Rental Agreement

The Challenger Learning Center of Alaska (CLCA) is pleased to enter into an agreement with (responsible party listed in the attached booking) for the date(s) listed in the attached booking for use of CLCA facility or programming and/or property as specified solely within the signed agreement and subject to the following terms and conditions.

1. Limited License

CLCA grants to the 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 the 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

Facility 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 the event date. CLCA shall not consider event date(s)/time(s) confirmed without receipt of deposit. For rentals scheduled within 30 days of an event, full payment must be received within 48 hours. Changes to the signed agreement within 30 days of the scheduled event are subject to a \$25.00 processing fee.

3. Cancellations

Rental 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 rental 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. *Exception of dormitory rentals, a cancelation within 30 days of arrival date will receive no refund or credit towards a future stay. Weather events may qualify as a special case and will be evaluated on a case-by-case basis.

Facility Usages

1. No Warranty

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

2. 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, suits, demands, actions, fines, damages, liabilities, costs, and expenses (including, without limitation, reasonable attorney's fees) arising out of 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.

3. 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>

4. 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 an emergency involving possible injury to property or persons in or around the facility.

5. Revocation

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

6. 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. The 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.
- Grilling of any kind is strictly prohibited inside the building and is permitted only in designated outdoor areas.
- Cooking and eating are allowed only in designated areas.
- No moving or re-arranging of Lobby furniture unless authorized.
- 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 the 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 PERSONAL 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 them from the 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 the signee. Upon notification of damage, the signee will be given the opportunity to rectify the damage at their own expense. If adequate arrangements have not been made in a timely manner, CLCA will repair damage at the signee's expense
- CLCA is not responsible for any lost or stolen items that your party/participants bring to class.
- Minor students will ONLY be released to their parent/guardian or one of the individuals listed on this form. NO EXCEPTIONS. Photo identification will be required of all at the time of pick-up.
- All medications your child brings to class MUST be listed above. This includes prescriptions, medications, lotion, and ALL over-the-counter medication and/or vitamins. Medications must come in the ORIGINAL packaging/prescription bottle and will be dosed ONLY according to the label's directions.
- All medications will be stored in the First Aid Station. The only medications to be carried by students are those that require immediate administration such as rescue inhalers, insulin, and/or Epi-pens. Additionally, the determination of this will be at CLCA's sole discretion and on a case-by-case basis.

7. Use of Kitchen

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

8. Dorm Rooms

- No food or drinks within the dorm area
- No blocking exit doors or fire escape pathways
- No altering or covering of exit signs
- Check-in times need to be arranged beforehand. If checking in after 5pm fees may apply.
- Check-out time is at 8am the morning of your departure, if you exceed this time a late fee will be applied. If you know you will need additional hours, prebook the extra hours before your stay to ensure no overlap of groups and to avoid late check-out fees.

9. 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 the 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 fees incurred by CLCA in enforcing this agreement, in the event CLCA prevails in any such enforcement.

Educational Program Groups:

The Challenger Learning Center of Alaska (CLCA) is pleased to enter into an agreement with (responsible party listed in the attached booking) for the date(s) listed in the attached booking for use of CLCA facility or programming and/or property as specified solely within the signed agreement and subject to the following terms and conditions.

- CLCA is not responsible for any lost or stolen items your student brings to class.
- Minor students will ONLY be released to their parent/guardian or one of the individuals listed on this form. NO EXCEPTIONS. Photo identification will be required of all at the time of pick-up.
- All medications your child brings to class MUST be listed above. This includes prescriptions, medications, lotion, and ALL over-the-counter medication and/or vitamins. Medications must come in the ORIGINAL packaging/prescription bottle and will be dosed ONLY according to the label's directions.
- All medications will be stored in the First Aid Station. The only medications to be carried by students are those that require immediate administration such as rescue inhalers, insulin, and/or Epi-pens. Additionally, the determination of this will be at CLCA's sole discretion and on a case-by-case basis.

Limited License

CLCA grants to the 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 the signed agreement. Signee will be held responsible, financially and otherwise in accordance with the Terms and Conditions attached to this Agreement.

Fee and Cancellation Information

- Due to supplies required to conduct our open enrollment sessions, registrations received less than one week prior to the session will be charged a \$25.00 late fee.
- CLCA reserves the right to combine and/or cancel the session if the minimum enrollment is not met. (Pre-registered students will be given a full refund.)
- If a student is a no-show or CLCA receives notification withdrawal of less than one week prior to a session, parents are responsible for full payment of tuition regardless of homeschool policy.
- Cancellation fees are waived if cancellation is in response to a local, state, or federal mandate or emergency.

The attendees and students have the registrant's permission to participate in all activities and understand the risks associated with the activities at the Challenger Learning Center of Alaska (CLCA), unless otherwise noted. I agree to release CLCA and its representatives from any claim for personal injury or damages resulting from students' participation in activities and agree to assume all financial responsibility. Signee agrees that it shall indemnify, hold blameless and hold harmless CLCA and its employees, officers, and Board of Directors from and against any and all damage, loss, claims, suits, demands, actions, fines, damage, liabilities, costs, and expenses (including without limitation reasonable attorney fees) arising out of signees use of our facility, including any acts or omissions of signee, its agents, contractors, employees, invitees, servants or subcontractors. Signee shall provide CLCA with immediate notice of any injury or damage to persons or property in, to, or around the facility or property of CLCA. In the event of an emergency or medical need, I give permission for any and all medical treatment recommended by health care professionals. As the parent or legal guardian of the above-named student, I am authorized to sign this release form.

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

Signature _____ Date _____
(Responsible Party)

Signature _____ Date _____
(CLCA Authorized Representative)