



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	31 x 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

ROOM RENTAL RATES

Room Name	Up to 4 hours	4 - 8 hours	Additional Hours
Aurora Borealis	<input type="checkbox"/> \$376	<input type="checkbox"/> \$720	<input type="checkbox"/> \$75
North Star Classroom	<input type="checkbox"/> \$202	<input type="checkbox"/> \$376	<input type="checkbox"/> \$40
Aurora Classroom	<input type="checkbox"/> \$202	<input type="checkbox"/> \$376	<input type="checkbox"/> \$40
Sundog Conference	<input type="checkbox"/> \$175	<input type="checkbox"/> \$316	<input type="checkbox"/> \$35
Orientation	<input type="checkbox"/> \$202	<input type="checkbox"/> \$375	<input type="checkbox"/> \$40
Aurora Breakout Room	<input type="checkbox"/> \$115	<input type="checkbox"/> \$230	<input type="checkbox"/> \$30
North Star Breakout Room	<input type="checkbox"/> \$115	<input type="checkbox"/> \$230	<input type="checkbox"/> \$30
Earth Lobby	<input type="checkbox"/> \$345	<input type="checkbox"/> \$660	<input type="checkbox"/> \$75
Kitchen	<input type="checkbox"/> \$345	<input type="checkbox"/> \$660	<input type="checkbox"/> \$64

☐ 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
LCD Projector & Screen / Portable or Fixed		\$55	\$105	
Laptop Computer		\$30	\$55	
AV Sound System, with Podium, 1 Wireless Microphone and 2 Lapels		\$55	\$105	
Video Conferencing Service (Challenger's Account, up to 100 participants)		\$70	\$105	
Owl Video Conference Webcam (immersive hybrid meeting experience, intelligent 360 camera, mic & speaker)		\$100	\$200	
Smart Board Use		\$200	\$400	
Additional Technology Setup and IT Support		\$90 per hour		
Re-Staging		\$265		
Birthday Party Programming with room (1 hour programming- 3 total hour rental) *in Aurora or North Star Classrooms*		\$475 *Add Star Lab for \$160*		
Cleaning Service		\$135/hour		

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

To secure a reservation, the Facility Renter must submit a deposit equal to half (1/2) of the total event cost or \$100.00—whichever amount is greater—along with a \$200.00 cleaning deposit. The remaining balance is due no later than 30 days before the scheduled event. CLCA will not confirm the event date(s) or time(s) until the required deposit is received. For events booked less than 30 days in advance, full payment is required within 48 hours of scheduling. Any changes made to the signed agreement within 30 days of the event will incur a \$25.00 processing fee.

3. Cancellations

If a rental is canceled **30 days or more before** the event date, a full refund will be issued minus a \$25 processing fee. Refunds will be processed within **21 days** of receiving written notice. Cancellations made **less than 30 days** before the event will be charged 50% of the total event cost, in addition to a \$25 processing fee. In the event of severe weather, exceptions may be considered on a case-by-case basis.

Facility Usage

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 signee's 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 \$1,000.00 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. 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. Your cleaning deposit will be refunded upon inspection and approval within twenty-one (21) days following your event. Failure to remove trash and personal 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. CLCA will repair damage at the signee's expense.
- CLCA is not responsible for any lost or stolen items that your party/participants bring.

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. Miscellaneous

- a) 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.
- b) No Amendment: No amendment or modification to this License shall be binding upon CLCA unless the same is in writing.
- c) 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.
- d) 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.
- e) Enforcement: Signee shall be responsible for all costs, expenses, and reasonable attorney fees 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)