Facility Use/Rental Agreement

Company/Agency Name: ____________________________________________
Person in charge of room: __________________________________________
Dates and times KCC requested: ________________________________
Estimated attendance: ______________________ (for max capacity, see seating options below)
Description of Activity: ____________________________________________
Will you be serving food and drinks?  Yes_____   No_____  
If you are serving food and drinks, please note that food and drinks are not allowed inside the exhibit gallery.

Rental Fee Rates

- Bering Strait Region Tribe – As the region’s tribes are owners of this facility, rental fees for tribes of the Bering Strait Region is By Donation Only.
- For Profit - $250 per day (under 9 hours of use)
- Non Profit - $150 per day (under 9 hours of use)
- Government Agency - $150 per day (under 9 hours of use)
- Educational Institution - $150 per day (under 9 hours of use)
- Community Member - $100 per day (under 9 hours of use)
- Kawerak Department - $100 per day (under 9 hours of use)
(Please indicate Kawerak code here: ___________________________)

Please make payment via cash or check payable to:  Kawerak, Inc. and please reference on check: KCC Rental and Date of Rental in memo.

KCC can provide the following items if needed, please indicate items you will need below:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Coffee Percolator (50 cup)</td>
<td></td>
</tr>
<tr>
<td>1 Hot Water Maker (50 cup)</td>
<td></td>
</tr>
<tr>
<td>2 Thermal Hot Beverage Decanters (6 cups each)</td>
<td></td>
</tr>
<tr>
<td>2 Cold Drink Decanters (25 cups each)</td>
<td></td>
</tr>
<tr>
<td>Projector and Projection Screen</td>
<td></td>
</tr>
<tr>
<td>PA System with 2 Microphones</td>
<td></td>
</tr>
<tr>
<td>Laptop Computer for use in power points presentations</td>
<td></td>
</tr>
<tr>
<td>Blue Ray Player</td>
<td></td>
</tr>
<tr>
<td>8, 60 inch Banquet Tables with Table Cloths (seat 5 each)</td>
<td></td>
</tr>
<tr>
<td>8, Small Rectangular Tables w/out Cloths (seat 4 each)</td>
<td></td>
</tr>
<tr>
<td>60 chairs</td>
<td></td>
</tr>
</tbody>
</table>
Guidelines

KCC Staff will orient renter to use of facility and where all cleaning supplies are. KCC staff will provide keys to the facility to the renter, and keys may be returned the following business day, M-F, from 10 AM to 5 PM. Renting company / agency is responsible for set up, and take down.

Public restrooms are located in the main entrance lobby of the Richard Foster Building (RFB). For those patrons that may smoke tobacco, we ask that you use the smoking shelter outside the RFB.

Food and Beverages are not allowed in the Exhibit Gallery, but you may serve food and drinks inside the Gathering Room. KCC does not allow alcohol within the facility.

KCC does not provide coffee, creamers, tea, sugar or paper products such as cups, plates, bowls, napkins or plastic ware, please be prepared to provide all needed coffee, tea, sweeteners, creamers, and paper products for your event.

Seating Options:
Up to 40 around banquet tables
Up to 32 around small rectangular tables
Up to 60 stadium style seating, no tables
Up to 25 around large board room table

Event Decorations
Any decorations that the renter brings, must be hung by masking tape only, use of nails or pins is not allowed. No banners or other decorations may be hung or tapped onto, or within 5 inches of the sprinklers. Use of candles, smudging, oil lamps or incense is not permitted. The microwave may be used to heat food and drinks, but microwaving popcorn is not permitted.

Events That Host Children
Any events that host children must have adult supervision at all times. If hosting an event with children, please provide the name of the supervising adult:____________________________.
Supervising adult cell phone number:____________________________.

Other Issues and Main Contact
If there are any problems during your renting period, please call facility director, Lisa Ellanna at 907-304-1195. If there is any damage done to the facility during your rental period, please contact the facility director. Renters will be responsible for expenses related to any damages occurring during the rental period. If a person clearly under the influence of drugs or alcohol enters the KCC please notify facility director, Lisa Ellanna.
If a person that enters the KCC is acting belligerent, offensive or abusive, please contact the Nome Police Department at 443-5262, or in case of an emergency, please call 911. Please also notify the facility director after having called the police.

**Cleaning**

We ask that any unfinished drinks be poured in the sink before disposing cups or water bottles into the trash cans. When done, we ask that you please follow the below check list to make sure facility is clean:

___ Chairs stacked on chair carts
___ All Tables wiped down with disinfecting wipes
___ Coffee Percolator grounds emptied into trash, washed and outside wiped down
___ Hot Water Maker emptied, washed and outside wiped down
___ All trash taken out of facility to dumpster at back loading door
___ All trash cans have new empty trash bags
___ All dishes washed, put away and sink wiped down with disinfecting wipes
___ Counters wiped down with disinfecting wipes
___ Floors swept and mopped

By signing, I agree to abide by KCC use guidelines and accept responsibility. I understand that the room will be checked prior to and after our meeting.

__________________________
Company/Agency/Renter Printed Name

__________________________
Company/Agency/Renter Signature

__________________________
Company/Agency/Renter Address

__________________________
Alternate Representative Printed Name

__________________________
Alternate Representative Phone/Cell Number

__________________________ (KCC Staff Person)
Approved by

__________________________ Date

**Total Amount Due:** $______________

Kindly consider this agreement your invoice. Please make payment via cash or check payable to: **Kawerak, Inc.** Please reference KCC Rental and indicate date(s) of rental on the check.