Facility Use/Rental Agreement

Company/Agency: __________________________ Person in charge of room: __________________________
Dates requested: __________________________ and time requested: __________________________

IMPORTANT – please contact KCC at 907-434-0281 if you will be canceling your event, or need more time than originally requested, so that we plan accordingly.

Estimated attendance: _____ Description of Activity: __________________________
Will you be serving food and drinks? Yes_____ No_____ 

Daily 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 – $300 per day
- Non Profit, Government Agency or Educational Institution - $250 per day
- Community Member - $100 per day
- Kawerak Department - $150 per day
- (Please indicate Kawerak code here: __________________________)
- Request to waive fee – reason: __________________________

KCC can provide the following equipment for you to use while utilizing our space. Please indicate items you will need below:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Coffee Percolator (50 cup, requires 1 hour to percolate)</td>
<td></td>
</tr>
<tr>
<td>1 Hot Water Maker (50 cup, requires 1 hour to percolate)</td>
<td></td>
</tr>
<tr>
<td>2 Thermal Hot Beverage Decanters (6 cups each)</td>
<td></td>
</tr>
<tr>
<td>Projector and Projection Screen</td>
<td></td>
</tr>
<tr>
<td>Sound System with 2 Microphones</td>
<td></td>
</tr>
<tr>
<td>Blue Ray Player</td>
<td></td>
</tr>
<tr>
<td>8, 60 inch Banquet Tables</td>
<td></td>
</tr>
<tr>
<td>Set of 8, 60 inch round tablecloths (additional cleaning fee of $25 will be applied)</td>
<td></td>
</tr>
<tr>
<td>8, Small Rectangular Tables w/out Cloths (seat 4 each)</td>
<td></td>
</tr>
<tr>
<td>40 chairs</td>
<td></td>
</tr>
</tbody>
</table>

Guidelines

Renter is responsible for set up, take down, and cleaning (see cleaning checklist below). KCC Staff will orient the renter to the facility and location of all cleaning supplies. KCC staff will provide keys to the facility to the renter, and keys may be returned the following business day, M-F, from 9 AM to 4 PM.
Please make sure to lock the KCC door when facility will be unattended (e.g. lunch and long periods of break).

Any events that host children must have adult supervision at all times.

For those patrons that smoke tobacco, we ask that you smoke at least 50 feet away from any entrance and properly extinguish your cigarette before disposing.

KCC does not allow alcohol within the facility.

KCC does not provide refreshments 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.

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 smudging, oil lamps or incense is not permitted. The microwave may be used to heat food and drinks, however, microwaving popcorn is only permitted if watched carefully.

Regular style birthday candles are permitted if they are no more than 3.5 inches in height that are placed in a cake (pastry or ice cream) and lit for a short duration and then extinguished after the singing of a celebratory song.

Concerns and reporting
If there are any problems or damage during your renting period, please call 907-434-0281. Renters will be responsible for expenses related to any damages occurring during the rental period. If a person that enters the KCC is behaving in an offensive or abusive manner, please contact the Nome Police Department at 443-5262, in case of an emergency, please call 911. Please also notify KCC at 907-434-0281 after having called the proper authorities.

Emotional Support Animals
Please notify KCC staff if you will be bringing any emotional support animals, and notify your guests, in case of any allergies they may have. Pet owners are responsible for clean up of any mess related to their animal, disposal and disinfecting of area of mess.

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

Chairs stacked on chair carts ___  Tables are wiped down ___
Percolators emptied and washed ___  Trash is taken out to dumpster ___
All dishes are washed ___  Counters are wiped down ___
Floors are swept ___  All lights are turned off ___
Assumption of Risk, Release, Indemnification

Renter assumes all risk of loss and/or damage to persons or property from the use and rental of the KCC space, from any cause whatsoever.

Renter hereby agrees to indemnify, defend, save and hold harmless, and release and forever discharge Kawerak, including its directors, officers, and employees, of and from any and every liability, claims, demands, losses, damages, expenses or costs (including attorney fees and other costs of litigation), either in law or in equity, resulting from bodily injury or other personal injuries known or unknown, death, property damage, wages or employment claims, or other loss or damage of Renter arising from or in connection with this Agreement, and/or the use, condition (including, without limitation, latent and other defects) of the KCC space, to the greatest extent allowed by law.

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 Signed Name ___________________________ Phone/Cell Number ___________________________

Company/Agency/Renter Address ___________________________ Date ___________________________

Alternate Representative Printed Name ___________________________ 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.

Address: Kawerak, Inc.   Kawerak Main Phone: 907-443-5231
PO Box 948   Office Phone: 907-443-4342 from 9 am to 4:30 pm
Nome, AK 99762   Manager of Operations Cell: 907-434-0281 after 4:30 pm