

## 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:

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

### 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 \_\_\_  
Percolators emptied and washed \_\_\_  
All dishes are washed \_\_\_  
Floors are swept \_\_\_

Tables are wiped down \_\_\_  
Trash is taken out to dumpster \_\_\_  
Counters are wiped down \_\_\_  
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.  
PO Box 948  
Nome, AK 99762**

**Kawerak Main Phone: 907-443-5231  
Office Phone: 907-443-4342 from 9 am to 4:30 pm  
Manager of Operations Cell: 907-434-0281 after 4:30 pm**