



Sitka Tribal Enterprises
 Sheet'ka Kwaán Naa Kahídi
Community House Reservation Agreement Form

Rental Date: _____ **STA Staff Person:** _____
Contact: _____ **# of People Attending:** _____
Organization: _____ **Phone #:** _____
Billing Address: _____ **Fax #:** _____
 _____ **City Sales Tax Exempt #:** _____
Email: _____ **Cell #:** _____

Date	Activity / Function Description	Setup Time	Start Time	Ending Time

Specific Details of your function's set-up, requests, or needs:

Catered By: _____ **Caterer Phone Number:** _____

Rental Rates: \$60/hr. \$70/hr Holiday \$45/hr. Cultural \$50/hr. Copper Level \$300/day Convention 2+ STA

Auditorium Rent (\$ <u> </u> X <u> </u> hrs) _____ Equipment Rental _____ + _____ Other _____ + _____ April thru September (6% Tax) + _____ October thru March (5% Tax) + _____ Total Rental Fee Due \$ _____	<u>Separate Check for Deposits Please:</u> Building Damage Deposit \$200.00 Kitchen Damage Deposit \$100.00 Other _____ \$ _____ Total Refundable Deposits \$ _____ (Deposits must be made prior to building rental)
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I agree to the terms and conditions set out in the **General Building Policy**. I certify that I have read and agree to them. Note: The Community House Reservation Agreement Form must be signed and paid in full to secure the building rental.

Renter: _____
Date: ___/___/___

Community House: _____
Date: ___/___/___

Sheet'ka Kwaán Naa Kahídi

General Building Policies

- ✓ **Use of the building is on a first-come, first-served basis.** Rentals are not guaranteed until payment and deposits are received in full. Sitka Tribe of Alaska and the Sheet'ka Kwaán Naa Kahídi reserve the right to refuse service to anyone at anytime.
- ✓ **Renter is responsible for any damages that may occur during their building use.** To avoid damage, renter is asked to check with the community house staff **before** affixing anything to walls, floors or ceiling.
- ✓ **No alcoholic beverages.** Sitka Tribe of Alaska owns the building and there is a tribe-wide drug and alcohol-free policy.
- ✓ **There is no smoking in the building at any time.**
- ✓ **Sitka Tribe of Alaska will not be responsible for any equipment being used or stored in the building by any Renter.** Community House staff must approve all equipment storage.
- ✓ **A paid STE or STA staff member must be present during at all times during a rental.**
- ✓ **No bicycles, skateboards, roller blades/roller-skates or scooters** inside of the building.
- ✓ **Only certified service animals with documentation are permitted to enter the building.**
- ✓ **Any items left at the Sheet'ka Kwaán Naa Kahídi for more than 72 hours will be disposed of.**

RESERVATIONS & DEPOSITS

- 1) **All reservations must be done through the Sitka Tribal Enterprises reservation department**
- 2) **Each use of the building requires a completed and signed "Reservation Agreement" form**
- 3) **Reservations are not secured until ALL of the following have been satisfied:** 1. A Reservation Agreement Form has been completed signed and submitted to the STE reservations department; 2. Rental fees have been paid in full; 3. The appropriate damage deposit has been paid in full.
- 4) **A \$20.00 processing fee will be withheld for any cancellation of a reservation**
- 5) **Traditional uses related to certain dates or seasons each year might have ongoing priority use of the facility.** Those traditional priority users or uses include Tlingit Native Dance Performances, May through September, and Sitka Tribe of Alaska's Tribal Council meetings.

KITCHEN USE

An additional \$100 refundable cleaning/damage deposit is required for Kitchen use. Reservation of the kitchen must be made at the time of placing the reservation. **The Sheet'ka Kwaán Naa Kahídi DOES NOT provide cups, coffee, condiments, plates, silverware or utensils.**

BUILDING & EQUIPMENT USE (Please see On-Site Equipment Rental Form)

Building setup and equipment usage/rentals must be scheduled prior to event. A separate sheet is available for requested building set up and equipment rentals. Please fill out completely, with as many details as possible.

TRASH/GARBAGE

If more than one 44-gallon trash bag is filled, an additional charge of \$35.00 will be deducted from the building deposit.

BUILDING SETUP FOR FUNCTION

Floor plan layouts are included in the Sheet'ka Kwaán Naa Kahídi rental packet. Please explain in as much detail as possible for chair, table, microphone or other equipment set up.

Please call for availability or rental fees of the following Convention Equipment:

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|------------------------------|--------------------|-------------------------|-----------------------------------|
| • Covered Fire Pit (5'x5') | • Slide Projector | • Projector Screen (7') | • Conventional Oven |
| • 200 Padded, Folding Chairs | • Microphones | • Theatre Screen (35') | • Fridge/Freezer |
| • (25) 18"x72" tables | • Microphone Stand | • Multi-Media Projector | • Performance Stage (53' x 13.5') |
| • (6) 36"x72 tables | • 25" TV/VCR | • Audio-Video Cart | • Dressing Room |
| • Black Table Skirting | • Microwave Oven | • Conference Telephone | |
| | • Kitchen | • Podium | |