

## Friends of Eagle River Nature Center

32750 Eagle River Rd. • Eagle River, AK 99577 • Phone: 907-694-2108 • Fax: 907-694-2119 • email: admin@ernc.org

### Maintenance Facility Training Room Reservation Request Available Wednesday-Sunday, 10am-5pm ONLY

Organization:			
Applicant Name:	First:	Last:	Title:
Please check group type:			
<input type="checkbox"/> Non-profit organization (please attach copy of 501c(3) status)		<input type="checkbox"/> Private Group	
Address:	City:	State:	Zip:
Day phone:	Evening phone:	Fax:	E-mail:

Purpose of Event: \_\_\_\_\_ Estimated # attendance: \_\_\_\_\_  
 # Parking Passes needed (included with rental): \_\_\_\_\_

*Date of use:	*Start time:	AM	PM	*End time:	AM	PM
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*\*Nature Center Yearly Schedule: Jan-April: Fri-Sun; May-September: Wed.-Sun.; Oct-Dec: Fri-Sun. Open hours: 10 a.m. to 5 p.m.*

### Please check those items that apply to your rental:

#### Training Room, ~300 ft<sup>2</sup>, (Maximum occupancy allowable is 12 people)

<input type="checkbox"/> Non-profit rate	½ Day Rental (up to 3.5 hours during 10am-5pm) \$100.00 _____	
	Full Day Rental (up to 7 hours, 10am-5pm) \$200.00 _____	
<input type="checkbox"/> Private group rate	½ Day Rental (up to 3.5 hours during 10am-5pm) \$200.00 _____	
	Full Day Rental (up to 7 hours, 10am-5pm) \$400.00 _____	

#### Equipment

<input type="checkbox"/> Folding chairs (12)	No charge
<input type="checkbox"/> 3' x 8' folding tables (1)	No charge
<input type="checkbox"/> Kitchen (Sink/Counters/Stove, *NO FRIDGE)	No charge
<input type="checkbox"/> Projector	\$10.00/day _____

*(Please check with manager to see if your computer is compatible with our projector)*

**Rental Notes:** Refundable Cleaning Deposit = \$75.00

**TOTAL DUE:** = \_\_\_\_\_

#### Payment options: Cash, check or credit card

(We accept VISA, Mastercard, American Express and Discover; there is a \$5 non-refundable credit card processing fee if you cancel your reservation)

The permit holder shall indemnify, hold harmless and defend Friends of Eagle River Nature Center, its agents and employees from liability of any nature or kind, including cost and expenses, for or on account of any and all legal actions or claims of any character whatsoever resulting from injuries or damages sustained by any person or persons or property as a result of any error or omission or negligent act of the permittee relating to use of the building/park.

**Please read and sign the rental agreement on the reverse.**

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## Maintenance Facility Training Room Policies and Rental Agreement

AS THE RESPONSIBLE PARTY REQUESTING THE USE OF THIS FACILITY,  
I AGREE THAT THE MEMBERS OF MY GROUP WILL ABIDE BY THE FOLLOWING RULES:

### Fees

- **Full payment of all fees is due upon the submission of this Garage Training Room Policies and Rental Agreement. The Manager must approve any alternate payment schedule.**
- Renters will be required to pay a cleaning deposit **at the time of the rental agreement submission.** Deposit fee is \$75.00.
- Renters will be held financially responsible for any damages.
- **All set-up and clean-up must be completed during the requested rental time.**
- Renters must pay for all time reserved, even if not used (i.e. late start or early end of rental).

### Cancellations

- All cancellations and changes must be submitted in writing and will be eligible for a refund or billing according to the following schedule (**Please note there is a \$5 non-refundable credit card processing fee if you pay via credit card and cancel**):
  - 7 days prior to date of rental ..... 100% refund
  - 3-6 days ..... 50% refund
  - 1-2 days ..... 25% refund
  - Day of rental ..... 0% refund

### Conduct

- Building shall not be used for any illegal purposes, in any manner for which it was not designated, or in a negligent manner.
- Maximum occupancy is 12 people.
- Building will not be used by any other persons without permission of the manager.
- Renters will leave building in same state it was obtained.
- Any repairs needed for damage caused by renter will be paid by the renter and any significant stains to the carpet or chairs will require forfeiture of the cleaning deposit.

### Building Rules

- Smoking is prohibited inside any of the facility.
- **Any ALCOHOL USE REQUIRES submittal of the ERNC Alcohol Use Permit. Permit must be approved by the ERNC Director or Manager no later than 7 days prior to event.**

- All State, Federal and municipal permit, licensing and laws related to the serving and consumption of alcoholic beverages must be strictly adhered to by the renter.
- All alcohol must be consumed **INSIDE** the building. No alcohol may be consumed outside the building.
- Renters may **NOT** enter garage attached to the training room. Renters only have access to the training room.

### Set-Up

- **Renters will not be permitted in the building to set-up or clean up before or after requested rental period.**
- The following areas are available for use to renter:
  - Training room.
  - Bathroom attached to training room.
  - Kitchen sink, counters and stove can be used with permission from the manager.
  - Garage attached to training room is OFF LIMITS.
  - Use of fridge is NOT ALLOWED.
- No kitchen access. All food must be prepared by renter beforehand or catered and brought through the front door. Renter is responsible for notifying caterers of these policies.
- Loud music is not permitted in or outside of the building.
- The use of duct tape, staples, or glue may not be used at any time to hang decorations. Use of scotch or masking tape may be used with prior approval from the Manager.

### Clean-Up

- Renters will be charged for any clean-up that lasts longer than requested reservation time (\$50/hour).
- Any spills must be cleaned up immediately.
- All interior lights must be turned off prior to leaving.
- Projector must be turned off before leaving.
- If building is not returned to its original condition (as determined by the manager), the renter will forfeit their \$75.00 cleaning deposit.
- **Renter is responsible for closing and securing all windows and LOCKING the front door of the building upon leaving.**

### Access to Building and Security

- Renter is required to contact the manager and make arrangements for access to the building.

The person signing this agreement must be 18 years of age or older and will be the responsible person attending the event. The submission of this Main Building Rental Agreement does not guarantee that the requested time is available. The rental time or building is not approved until the Permit is issued and signed by the Director or Manager. \_\_\_\_\_

(Initials)

I have read and understand the conditions of the Eagle River Nature Center Main Building Rental Agreement. I understand that if I cancel my reservation that I must submit a written notice a minimum of 7 days prior to my scheduled event, otherwise I will be responsible for the room rental fee. My signature below verifies that I agree to abide by the terms listed in this agreement. Failure to comply with any financial obligations may result in Bill for Collection action.

The Eagle River Nature Center reserves the right to cancel this permit at any time for any reason. Fees are subject to change at any time without notice.

\_\_\_\_\_  
Name PRINTED

\_\_\_\_\_  
Name SIGNED

\_\_\_\_\_  
Date

Staff only: Approved by: \_\_\_\_\_ Date payment received: \_\_\_\_\_ Amt: \_\_\_\_\_ 501c3? Y N Alcohol Per? Y N Rev: 4/3/2016

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### Main Building Rental Check List

#### **Before Date of Rental:**

- Submitted filled-out Reservation Request Form and full payment to Eagle River Nature Center Manager.
- Submitted proof of 501c(30) status to Eagle River Nature Center Manager (if applicable).
- Arranged for access to Maintenance Facility room.
- Obtained Parking passes for guests.
- Obtained Alcohol Use permission from Nature Center Director or Manager (if applicable).
- Obtained permission for decoration use from Eagle River Nature Center Manager (if applicable).

#### **End of Rental:**

- Clean-up any spills.
- Wipe down sink/counter tops/table tops.
- Check to make sure stove/oven is turned off.
- Remove any decorations (if applicable).
- Turn off Projector.
- Close and lock all windows.
- Turn off all lights. Don't forget the bathroom!
- Remove all personal belongings.
- Close and lock FRONT door.