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

Classroom Yurt Reservation Request  
(Available when not in use by Nature Center, Tuesday-Sunday, 10am-5pm)

<table>
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<th>Organization:</th>
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<td>Applicant Name:</td>
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Please check group type:
- [ ] Non-profit. Please fill out tax id # (REQUIRED): ____________________  
- [ ] 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 |

*Subject to availability. Only available Tuesday-Sunday, 10am-5pm.

Please check those items that apply to your rental:

Classroom Yurt (Maximum occupancy allowable is 47 people)

Note: The Classroom Yurt is a 30 foot diameter insulated tent structure with a gas stove. There is NO electricity, unless you rent the generator. Outdoor latrine located nearby. Yurt can be cold during the winter months.

- [ ] 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 = ________

- [ ] 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
- [ ] 30 chairs No charge
- [ ] 3’ x 6’ folding table (2) No charge
- [ ] Projection screen No charge
- [ ] Projector $10/day  
  $10/day x __________ days = ________  
(Please check with manager to see if your computer is compatible with our projector)

- [ ] Gas lights No charge  
- [ ] Gas stove No charge
- [ ] Generator (for electronics and lights) $10/day  
  $10/day x __________ days = ________

- [ ] Use of OWN barbecue grill No charge (special permission required)

Rental Notes:
Refundable Cleaning Deposit = $75.00  

Payment options: Cash, check or credit card  
(Total DUE: = ________
(We accept VISA, Mastercard, American Express and Discover; there is a $5.00 non-refundable credit card processing fee)

- [ ] I would like to hire a Naturalist for my event. Contact phone/email: ____________________________

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.

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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 Classroom Yurt 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. ____________________________
(Initals)

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.

__________________________________________
__________________________________________
__________________________________________
__________________________________________
Classroom Yurt Rental Check List

Please note that an Eagle River Nature Center staff person will be onsite for the duration of your rental to unlock/lock the facility, assist with any Nature Center rental equipment set-up, and in case of emergency.

Before Date of Rental:

☐ Submit completed Reservation Request Form and full payment to Eagle River Nature Center Manager.

☐ If electricity is needed, did you remember to check it on your rental agreement?

☐ Fill in the Non-profit/501c(30) tax id number (if applicable).

☐ Arrange for access to Classroom Yurt.

☐ Arrange for gate to be opened if you need to get closer access to unload/load things at the yurt (SUMMER ONLY).

☐ Obtain Parking passes for guests.

☐ Obtain Alcohol Use permission from Nature Center Director or Manager (if applicable).

☐ Obtain permission for decoration use from Eagle River Nature Center Manager (if applicable).

☐ Obtain permission for use of OWN barbecue grill from Eagle River Nature Center Manager (if applicable).

End of Rental:

☐ Clean-up any spills.

☐ Fold and stack tables against the wall.

☐ Return the chairs to the perimeter of the yurt.

☐ Sweep the floors.

☐ Remove any decorations (if applicable).

☐ **REMOVE ALL OF TRASH FROM THE YURT AND DISPOSE OF IT IN THE NATURE CENTER DUMPSTER. Failure to remove any trash from the Ed Yurt will result in forfeiture of your $75 cleaning deposit.**

☐ Turn off all gas lights.

☐ Turn off gas stove (switch is on the back, upper right side of the stove). **DO NOT TURN OFF THE PILOT LIGHT!**

☐ Remove all personal belongings.