

# YWCA Alaska Facility User Operational Charges

## Monday through Friday 9 a.m. – 5 p.m.

Room	Hourly Fee
Conference Room A/B (Large)	\$25
Conference Room C (Small)	\$20

### **Conference Room A/B:**

Will accommodate 150 standing; 40-50 theater style and 25-30 with tables (classroom style). There is also a boardroom table that fits 15. At the boardroom table is an audio conference speaker phone.

### **Conference Room C:**

Will accommodate seating up to 10 with a boardroom table. There is a white board in Conference Room C.

Included in the rental price are tables (conference tables, 4 rounds, or 10 six-foot rectangles), chairs (60), White Screen, and Flip Chart Stand.

### **Available to rent in addition to the room:**

- \$40.00 coffee/tea/water service. Included are 60-cup coffee urn, hot water with a variety of teas, sugar and powdered creamer, napkins, coffee cups and water glasses. Please note \*\* Kitchen is not available for guests to use \*\*
- Flip Chart Paper Pads \$15.00 per pad.

### **Documentation:**

All renters must provide the following:

- A signed copy of the facility user application
- Certificate of Liability Insurance listing YWCA as “additional insured”
- A copy of your current business license (if applicable)

### **Deposit and Cancellation:**

There will be a 50% deposit required for Room Rentals of \$200 or more. The deposit is nonrefundable. In the event a reservation is cancelled by the Room Renter or the Renter does not show for the Event, the deposit will be forfeited.

# YWCA Alaska Facility User Application

This application must be completed & submitted with other required documentation for rental consideration (please write legibly).

Application Date: \_\_\_\_\_

Type of Event & Activities planned: \_\_\_\_\_

\*Please note conference rooms are available Monday - Friday from 9:00 a.m. to 5:00 p.m.\*

Date(s)	Day(s)	Time(s) beginning and ending
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	

**Room Requested:**

Conference Rooms A/B \_\_\_\_\_

Conference Room C \_\_\_\_\_

Event Hosted by: \_\_\_\_\_

Event Paid for by: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Will there be children attending? \_\_\_\_\_; If yes how many? \_\_\_\_\_

Who will be responsible for the children and what type of activities will be provided? \_\_\_\_\_

Will food be served at Event? \_\_\_\_\_ If "yes" provided by who? \_\_\_\_\_

Name & contact information of Caterer &/or person providing food: \_\_\_\_\_

**Initial Below:**

\_\_\_\_\_ I/We understand this is an application only

\_\_\_\_\_ I/We have read and understand the YWCA Alaska's Rules and Regulations for Room Rental (attached to this application)

\_\_\_\_\_ I/We agree to comply with the YWCA Alaska's Rules and Regulations for Room Rental

**YWCA Alaska  
Facility User Application**

Name of your Organization/Business: \_\_\_\_\_

Mailing/Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Authorized Representative (print): \_\_\_\_\_

Title: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Preferred method of billing & payment: \_\_\_\_\_

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**For YWCA Alaska Use Only**

Instructions for Room Set Up: \_\_\_\_\_

\_\_\_\_\_

Services Requested: \_\_\_\_\_

\_\_\_\_\_

Payment Arrangements: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

Application approved by: \_\_\_\_\_

\_\_\_\_\_ Date

Date Invoiced: \_\_\_\_\_

Date Payment received: \_\_\_\_\_

## **YWCA Alaska**

### **Rules and Regulations for Room Rental**

1. No sub-leasing of facilities shall be permitted. At least one member of the Renting Organization must be present at all times.
2. The Room Renter shall be responsible for the conduct and control of participants and must comply with all applicable state and federal laws, city ordinances, YWCA regulations, by-laws and policies and permit conditions.
3. Any other permits required from police, fire, health or other government agencies must be obtained and copies presented to YWCA Alaska prior to issuance of Room Rental.
4. In the event of damage to the facility or equipment (other than normal wear and tear) the Room Renter shall accept YWCA Alaska's estimate of the amount of same and shall pay all appropriate costs.
5. All organizations using YWCA Alaska facilities shall provide adequate adult supervision for those participants under the age of 18 to insure conformance with all appropriate rules and regulations.
6. The Room Renter agrees to defend, indemnify and hold harmless YWCA Alaska from any and all damage or claims or suit arising from the action of the Room Renter, their employees or participants. This obligation shall be incumbent upon the Room Renter even if the alleged damage, claim or suit specifically alleges negligence on the part of YWCA Alaska.
7. Use of tobacco or possession of firearms, possession or use of intoxicating liquor or illegal drugs, fighting, betting, or other forms of illegal gambling will not be allowed on YWCA Alaska premises.
8. Room Rental includes use of conference room furniture. The Room Renters will be expected to furnish their own expendable supplies.
9. Room Renters are not authorized to use or operate any YWCA equipment.
10. Room Renters are limited to the specified room(s) during the hours and days specified. The Room Renter shall insure that the remainder of the building is not entered. Facilities will be opened at the time scheduled for the activity to begin and closed at the time scheduled for its conclusion.
11. If the facility is not used in accordance with the hours shown or additional time is needed, additional charges will be applied to final invoice.
12. YWCA Alaska will not be responsible for loss of personal property by individuals or groups when rooms are being used.
13. The Room Renter will not discriminate nor deny access to the activity because of race, religion, sex, sexual orientation, disability, marital status, change in marital status, national origin, color, age, pregnancy or parenthood.
14. YWCA Alaska shall have the authority to impose reasonable conditions in addition to those specified in this section, when necessary.
15. There will be a 50% deposit required for Room Rentals of \$200 or more. The deposit is nonrefundable and will be credited to the Rental Room Fee. Organizations failing to use the facility as scheduled will forfeit their deposit.
16. YWCA Alaska is a private facility. We reserve the right to decline to rent to those who have previously violated our rules and regulations, or for any other reason.