



Haa Káak Hás Kahídi - *Our Uncles' House*
 3239 Hospital Drive, Juneau, Alaska 99801
 generationssoutheast@cchita-nsn.gov
 www.generationssoutheast.com
 (907) 463-7375

Room Rental Form

Please complete this Room Rental Form to reserve one or more of the Generations Southeast Community Learning Center rooms.

PART I Renter Information

Company Name:						
Function Name:						
Your Name:	First	Middle	Last			
Mailing Address:	Street/P.O. Box	City	State	Zip		
# of Participants:		Room Set-Up:	Classroom/U-Shape/Chairs Only/etc.			
Tlingit and Haida Account Code:	<i>If applicable</i>					

PART II Room Selection

Room	Dates & Times	# of Days	WEEKDAY RATES		WEEKEND & EVENING RATES	
			FULL DAY	HALF DAY	FULL DAY	HALF DAY
Full Auditorium			\$275	\$225	\$375	\$275
Front-half of Auditorium			\$200	\$165	\$300	\$215
Back-half of Auditorium			\$200	\$165	\$300	\$215
Computer Lab			\$425	\$325	\$525	\$375
Business Classroom			\$235	\$185	\$335	\$235
Laptop Rental			\$25	\$25	\$25	\$25
TOTAL:						

PART II*Check items below to reserve*

<input type="checkbox"/> Conference Phone	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> Easel/Markers	<input type="checkbox"/> P.A. System in Auditorium Only (wireless mic)
<input type="checkbox"/> Multimedia Projector	<input type="checkbox"/> Laptop Computer (\$25/day)

For coffee/tea/hot water service contact *Sacred Grounds Café*. Call (907) 463-7770 or visit <https://sacredgroundsak.com/>

PART IV Payment Information

<input type="checkbox"/> Cash or Check	Check #:	Amount:
<input type="checkbox"/> Purchase Order	Purchase Order #:	
<input type="checkbox"/> Credit Card	Credit Card #:	<input type="checkbox"/> Visa <input type="checkbox"/> AmEx <input type="checkbox"/> MasterCard
	Expiration Date:	Security Code:
	Name on Card:	Authorized Signature:

PART V Policies and Acknowledgement

Cancellation/Rescheduling Policy: A \$35 fee will be charged for the Business Classroom, Front-half Auditorium, or Back-half Auditorium; a \$100 cancellation fee will be charged for the Computer Lab or the Full Auditorium. You may reschedule your event by issuing a new rental agreement.

Right to Cancel: In the event Generations Southeast needs to cancel, all room fees will be refunded.

AGREEMENT: I have read and agree to the policies of Generations Southeast Community Learning Center.

Signature:		Date:	
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