



# GENERATIONS SOUTHEAST

COMMUNITY LEARNING CENTER

## Haa Káak Hás Kahídi - *Our Uncles' House*

3239 Hospital Drive, Juneau, Alaska 99801

generationsseast@tlingitandhaida.gov

www.generationsseast.org

(907) 463-7375

## Juneau 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:				
Your Name:	First	Middle	Last	
Mailing Address:	Street/P.O. Box	City	State	Zip
Email Address:				
Phone Number:				

### PART II Room Selection

Room	Dates	Time	WEEKDAY RATES		WEEKEND & EVENING RATES	
			FULL DAY	HALF DAY	FULL DAY	HALF DAY
Full Auditorium			<input type="checkbox"/> \$275	<input type="checkbox"/> \$225	<input type="checkbox"/> \$375	<input type="checkbox"/> \$275
Front-half of Auditorium			<input type="checkbox"/> \$200	<input type="checkbox"/> \$165	<input type="checkbox"/> \$300	<input type="checkbox"/> \$215
Back-half of Auditorium			<input type="checkbox"/> \$200	<input type="checkbox"/> \$165	<input type="checkbox"/> \$300	<input type="checkbox"/> \$215
Computer Lab			<input type="checkbox"/> \$425	<input type="checkbox"/> \$325	<input type="checkbox"/> \$525	<input type="checkbox"/> \$375
Business Classroom			<input type="checkbox"/> \$235	<input type="checkbox"/> \$185	<input type="checkbox"/> \$335	<input type="checkbox"/> \$235
Laptop Rental			<input type="checkbox"/> \$25	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25
Meeting Owl Camera			<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50
<b>Total =</b>						

### PART III Room Setup

Function Name:			
# of Participants:		Room Set-Up:	Classroom/U-Shape/Chairs Only/etc.

## PART IV Amenities

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)



For catering service contact Smokehouse Catering.  
Call (907) 463-7770 or visit [sacredgroundsak.com](http://sacredgroundsak.com)



For coffee, tea, or hot water service contact Sacred Grounds Café.

Call (907) 463-7122 or visit [smokehousecateringak.com](http://smokehousecateringak.com)

## PART V Payment Information

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

## PART VI 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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