GENERATIONS SOUTHEAST
COMMUNITY LEARNING CENTER

Haa Káak Hás Kahídi - *Our Uncles' House*

3239 Hospital Drive, Juneau, Alaska 99801

generationssoutheast@tlingitandhaida.gov

www.generationssoutheast.org

(907) 463-7375

Juneau Room Rental Form

Please complete this Room Rental From to reserve one or more of the Generations Southeast Community Learning Center rooms.
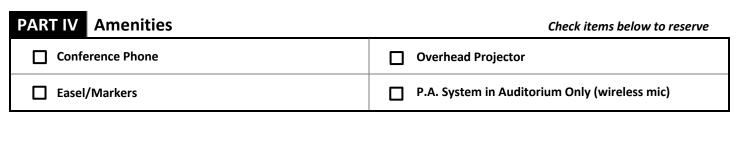
PART I Renter Information

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			☐ $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
Meeting Owl Camera			☐ $50	☐ $50	☐ $50	☐ $50
		Total =				

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

☐ Conference Phone	☐ Overhead Projector
☐ Easel/Markers	☐ P.A. System in Auditorium Only (wireless mic)

SMOKEHOUSE · CATERING ·

For catering service contact Smokehouse Catering.
Call (907) 463-7770 or visit *sacredgroundsak.com*

For coffee, tea, or hot water service contact Sacred Grounds Café.
Call (907) 463-7122 or visit
smokehousecateringak.com

PART V | Payment Information

☐ **Cash or Check**	Check #:	Amount:
☐ **Purchase Order**	Purchase Order #:	
T&H Account Code:		
	Credit Card #:	☐ Visa ☐ AmEx ☐ MasterCard
	Expiration Date:	Security Code:
☐ **Credit Card**	Biilling Address:	
	Name on Card:	Authorized Signature:

PART VI | Policies and Acknowledgement

Cancellation/Rescheduling Policy: Cancellations or schedule changes made within 7 days of a room rental date will be charged a $100 cancellation fee or a $50 rescheduling fee. 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:**	