



GENERATIONS SOUTHEAST

COMMUNITY LEARNING CENTER

Haa Káak Hás Kahídi - *Our Uncles' House*

3239 Hospital Drive, Juneau, Alaska 99801

generationsseast@tingitandhaida.gov

www.generationsseast.org

(907) 463-7375

Room Rental Form - Juneau

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
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*

<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Easel
<input type="checkbox"/> P.A. System in Auditorium Only (wireless mic)	<input type="checkbox"/> Easel Pad/Markers



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

<input type="checkbox"/> Cash or Check	Check #:	Amount:
<input type="checkbox"/> Purchase Order	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: 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:	
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