



**SKAGWAY TRADITIONAL COUNCIL**

253 11<sup>TH</sup> AVENUE BROADWAY STREET  
 P.O. BOX 1157, SKAGWAY, ALASKA 99840  
 Phone (907) 983-4068 • Fax (907) 983-3068

**Facility Use Agreement**

Responsible Person Name or Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Daily Rate or the time requested: Amenities include use of tables and chairs.

- Tribal Member or Senior \$35     Standard or Non-Profit \$50     Government or For-Profit \$60

Overnight: Includes shower use and cleaning fee

- Schools & Partners Only \$150 \* on case-by-case basis, see page 2 for detail.

Skagway Traditional Council reserves the right to waive fees or policies with prior approval.

All **SETUP** and **CLEANUP** will be the responsibility of those using the Tribal Hall.

Date, Time & Nature of Activity: Please describe the event or purpose of use.

Date(s)	Start Time	End Time	Description of Rental

Additional items available:

<b>Beverage &amp; Utensils</b> - \$25 daily fee Includes use of water kettle, coffee maker & urns, cups, forks, spoons, paper plates	YES		NO	
<b>Equipment</b> - \$30 daily fee Includes use of audio, projector & laptop	YES		NO	

Keys: Keys must be checked out to get into the hall if the event is not during business hours. Please arrange a time to check out the key with the office during regular business hours for events being held after hours. **KEYS MUST BE RETURNED ON THE NEXT BUSINESS DAY AFTER YOUR EVENT OR PLACED IN THE DROP BOX OUTSIDE THE DOOR AFTER LOCKING UP.**

Cancelation: Cancelation of the hall rental must be done prior to 24 hours before the start time listed above via email at sara@skagwaytraditional.org. After 24 hours, you will be charged the full amount and up to 3 days for the rental event listed on this agreement.

## Waiver of Liability and Hold Harmless Agreement

I agree to hold harmless The Skagway Village and their officers, agents, representatives, assigns, heirs and family members or employees (hereinafter referred to as RELEASES) from any and all liability, claims, demands, actions and causes of actions whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASES, or otherwise, while gaining access to the commercial kitchen or hall located at 253 11th Ave.

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## Terms and Conditions

### I (we) agree to the following terms and conditions for the use of the tribal facility.

1. Deposit to be presented with use agreement if required.
2. Applicants will be responsible for any damage occurring during building use.
3. There will be no alcoholic beverages on the premises.
4. Smoking is not allowed on STC property and within 25 feet of the building.
5. The Tribal Center building and all equipment used must be cleaned and serviceable when the function is over or usage privileges (for applicant and/or activity) may be suspended for the period of no less than six months, up to indefinitely.
6. Cancellation of reservation must be made 24 hours in advance via email at kathryn@skagwaytraditional.org. If past the 24 hours mark, an invoice for the full rental amount up to 3 days will be sent to the responsible parties.
7. We reserve the right to refuse admittance of any person(s) or group(s).
8. Any political events must be approved in advance. If approved, all party's presence must be equally represented.
9. Tribal Council will not tolerate duplication of keys.
10. Funerals take precedence over all other activities. Please be aware that your building reservation may be canceled due to a funeral.
11. Applicants who fail to comply with use agreement will be subject to suspension of usage privileges and forfeit the \$75 cleaning deposit and/or \$50 A/V deposit.
12. Tribal programs will be responsible for cleaning the same as others.
13. All scheduling will be noted tentative initially, when we receive the signed use agreement it will be confirmed on the hall calendar.
14. Applicant and/or tribal programs will be responsible for any damage or theft occurring during hours of use.
15. Cleaning Checklist will be available in the kitchen. Please follow it and keep the facility clean as you found it for the next group.
16. BUILDING WILL BE INSPECTED AND INVENTORIED BEFORE DEPOSIT IS REFUNDED.
17. TURN OFF ALL LIGHTS AND MAKE SURE ALL EXTERIOR DOORS ARE LOCKED.
18. KITCHEN: If kitchen use is granted check the oven, stove and other kitchen items to make sure it is turned off.
19. No loud music that may cause disturbance to the neighborhood is allowed.
20. If use is during business hours 8AM -4PM: Please be courteous to the office personnel.
21. **CREDIT CARDS: 3.5%** will be charged for payments made with credit cards & refunds will be total cost minus any fees associated to process refunds.

**\*OVERNIGHT for Schools & Partners:** Accommodation is up to 10, after 10 each individual(s) will be an additional \$15. For a maximum allowance of 20 people per night. Hours for overnight stay are from 3pm - 9 am. Must be a school sponsored trip while school is in session.

By signing here, you agree to the terms and conditions listed on Page 1 & 2.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_