

Date Received: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_

## **Small Business Resource Center (SBRC) Room Rental**

### **Meeting Room Rates:**

Single Day Events: \$25/Hour (Minimum of 2 hours) Multi-Day Events: \$150 for Day 1, \$75/ day each day after.

*Rental Rate includes: use of projector, tables, chairs, access to kitchen style sink and mini-fridge, white-board, markers, internet and tele-conference phone upon request. Note: Must bring own adapter for computer to projector connection.*

### **MEETING ROOM POLICIES:**

The following policies are set forth for rental of meeting space at the SBRC and Group agrees to abide by these policies.

#### **Rental Procedure:**

A completed rental agreement must be submitted to the Skagway Development Corporation to reserve the meeting space.

All room rental fees must be paid in full within 15 days upon receipt of the final bill.

#### **Cancellations:**

No penalty if written notice is provided 48 hours prior to meeting date. Cancellations within the 48 hours prior to the meeting date may be assessed a 25% administrative fee but remains up to the discretion of the Executive Director. All fees will be billed to the responsible party.

#### **Room Set-up/ Clean-up:**

Fees include use of projector, tables, chairs, access to kitchen-style sink and mini-fridge, white-board, markers, internet and tele-conference phone upon request. All SETUP and CLEANUP will be the responsibility of those using the SBRC. Minimal room arrangement can be done upon request. Group will be billed in full for any damage to the property or equipment and/or in the amount of \$100 if clean-up is required by SBRC staff.

#### **Food/ Drink:**

Outside food and drinks may be brought in. Alcohol is only allowed at private meetings and with prior approval from SDC.

Coffee, Tea and bottled water are available for purchase and will be added to your final bill after taking inventory.

#### **Internet:**

Internet is available for use. All users will abide by all State and Federal Internet laws and may not view pornographic materials at the SBRC.

#### **Miscellaneous:**

- Be aware that Smoking is NOT permitted in or within 25 ft of the building
- Candles are not permitted to be used in the building

# Small Business Resource Center (SBRC) User Agreement

Name of Responsible Party: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Date, Time & Description of Event:

Date	Time of Event (with set-up/clean-up time)	Event Description	Number of Days event Space Needed

Public Event   
  Private Event   
  Non-Profit User/ Group

## CONTRACT

The Responsible Party assumes all risk of, and agrees that the Skagway Development Corporation (SDC) shall not be liable for any damage to property or injury to or death of any persons including, without limitations, the Responsible Party or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on or about Skagway Development Corporation and the Small Business Development Center premises from any cause except where such damage or injury arises out of the gross negligence of the Small Business Development Center. Further, the Responsible Party shall fully indemnify and hold the Skagway Development Corporation and the Small Business Development Center and its respective members, directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, losses, damages, or liability (including, without limitation, all expenses of litigation, court costs, and attorney's fees) for any injury, disfigurement, or death, any monetary claims, including, without limitations, any claims for medical expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury received or sustained by any person or property arising out of the acts or omissions, including negligence, of the Responsible Party or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance of, or failure to perform by, the Responsible Party or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, of any of the Responsible Party's obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnities.

Responsible Party assumes all responsibility for repair and restoration in the event of damages caused by the Responsible Party or their invitees. Responsible Party also agrees to comply with each and every term and provision of Small Business Development Center Rental Agreement, which is incorporated into and made part of this Contract as if fully set forth herein.

I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY SKAGWAY DEVELOPMENT CORPORATION AND THE SBRC'S MEETING PLACE POLICIES AND AGREEMENT AND THIS CONTRACT.

Signed \_\_\_\_\_ Date \_\_\_\_\_

RETURN A SIGNED COPY OF THIS AGREEMENT TO: SDC, PO BOX 1236 SKAGWAY, AK 99840  
YOU WILL RECEIVE A LETTER OF CONFIRMATION BY EMAIL

Adopted 4/10/2019

Date Received: \_\_\_\_\_

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