

Northern Susitna Institute Rental Agreement Fees

Renter Information

Organization or Individual	
Contact Person	
Address	
Phone Number	Email

Rental Request

Rental Date(s) and Time(s) *			
Equipment and/or Set-Up Requests (attach additional information if necessary)			Add to NSI's public calendar? Yes <input type="checkbox"/> No <input type="checkbox"/>
Item	Hours **	Rate	Fee
Great Room (40'x26' with 15'x26' stage)	x	\$25/hour (max \$200 per day) 25% non-profit discount	=
Classroom (16' x 20')	x	\$15/hour (max \$120 per day) 25% non-profit discount	=
Guaranteed On-Site Host *	x	\$15/hour	=
Set-Up Fee *	<input type="checkbox"/> x	\$25 per event	=
Takedown & Cleaning Fee *	<input type="checkbox"/> x	\$75 per event	=
Projector & Screen Rental *	<input type="checkbox"/> x	\$10	=
Total Fees			=

** Optional services. ** Include set-up and cleaning time needed for your event. If the optional set-up fee and/or takedown and cleaning fee are selected, include only the time required for your own set-up needs.*

Deposit

Renters are required to provide a \$100 deposit at the time of reservation. Indicate the type of deposit attached to your application:

Check
 Cash
 Credit Card # _____ / _____ / _____
 Expiration ____ / ____
 CVC Code _____
 Billing Zip _____

Admin Use Only	Calendar <input type="checkbox"/> Insurance <input type="checkbox"/> Orientation <input type="checkbox"/> Canceled <input type="checkbox"/> Cancellation Fee Retained: \$
	Deposit: Received <input type="checkbox"/> Returned <input type="checkbox"/> Deposit Retained: \$
	Payment: Received <input type="checkbox"/> Amount: \$ _____ Payment Method: _____

Northern Susitna Institute

Rental Agreement Terms & Conditions

Renter _____

Northern Susitna Institute (hereafter referred to as NSI), and the Renter (identified above and on page one of the rental agreement) hereby agree to the following terms for the rental of NSI at 22510 South Talkeetna Spur Road, Talkeetna AK 99676:

1. **Facility Access:** NSI agrees to provide meeting rooms, kitchen, lobby, restrooms, and parking lot for the duration of this rental as specified on page one of the Rental Agreement.
2. **Payment and Deposits:** Renter agrees to pay NSI the total rental fee and a \$100 refundable cleaning and damage deposit as specified on page one of the Rental Agreement. Payment is due prior to the event.
3. **Cancellations and Refunds:** NSI reserves the right to cancel any reservation within 30 days notice. NSI will provide a full refund in the event that NSI cancels the reservation. If Renter cancels their reservation with at least a 30-day notice, NSI will issue a refund minus \$25.00. If Renter cancels their reservation less than 30-days notice, payment will not be refunded. No refund shall be given if the rented space is used for shorter than the duration rented.
4. **Insurance:** Activities deemed to be "low risk" do not require insurance. "Low risk" activities include, but are not limited to: groups of less than 100 people, no alcohol, no dancing, or no sporting events are involved. "High Risk" activities require a \$1,000,000 certificate of liability insurance naming NSI as additionally insured. "High risk" activities include, but are not limited to: groups of 100 people or more, alcohol is served, dancing is involved, and all sporting events. NSI reserves the right to make further determinations on the risk factor of all other activities.
5. **Security:** Renter agrees to lock and secure the NSI facilities as instructed by NSI at all times during the period covered in this rental agreement. Renter is not to use any of the building's spaces other than those specified in this agreement. Renter agrees to be the last person to leave the facility at the end of the rental period.
6. **General Information:** Use the NSI facility and property only for the purpose(s) listed on the rental agreement. You are responsible for the set-up, clean up and take down of the space you are renting unless you have made arrangements with NSI and have paid the corresponding fee. No smoking allowed. No animals except service animals in building unless by prior arrangement. Serving of alcohol with advance permission only (requires completion of liability form). Rental includes shared use of noncommercial kitchen, restrooms, and lobby. Do not attach anything to walls without prior arrangement.
7. **Cleaning:** Renter agrees to at all times keep all areas clean, and the passageways clear and accessible to persons with wheelchairs. Restrooms will be cleaned and re-stocked at regular intervals by renter. Renter agrees to either pay the optional facility cleaning fee or restore the facility to its original condition, including position of tables/chairs, proper disposal of all food, trash, garbage, and recycling at the end of the rental. On-site trash disposal is not available. In the event that the building is dirty or there is damage to NSI's property and/or equipment associated with your rental for any reason, NSI reserves the right to keep your deposit and may assess additional fees based on the type and degree of damage to the property or equipment.
8. **Occupancy:** Renter agrees to at no time exceed the occupancy limit which is designated by the fire code. Renter is responsible for any fines imposed by the Fire Marshall for exceeding this limit during their rental period.
9. **Liability Waiver:** To the fullest extent permitted by law, the Renter shall indemnify and hold harmless NSI from and against any claims, damages, losses, or expenses, including but not limited to attorney fees, which arise out of or in any way relate to, any and all personal injury, death and/or property damage in connection with their use of the NSI facility. This includes any act or omission by NSI or any of its officers, directors, members, employees, agents and contractors.

I have read, understand, and agree to the rental terms and conditions stated here, and agree to pay the rental and other applicable fees as stated on the Rental Agreement Fee form.

Name

Date

Signature