

Building Use Fees

Facility	Fee(s)
AVTEC	Up to 4 hours \$125 4+ hours \$250
Soldotna Library	\$30 flat fee
Alaska SeaLife Center	See attached sheet
KPC	See attached sheet
Alaska Maritime National Wildlife Refuge	Seminar Room (seats 50) \$275 per day Lab Classroom (seats 32) \$315 per day Auditorium (seats 170) \$550 Lobby \$470 \$50 cleaning deposit required for all events
The Bidarka Inn – Homer	Meeting room \$150 per day
Challenger Learning Center	See attached sheet



Rental Fees

*All room pricing is per hour and includes custodial service.

**All events require a two-hour minimum.

Room	# of guests	Business Hours	Seward Resident Rate Business Hours	After Hours	Seward Resident Rate After Hours
Bear Mountain Conference Room	70 people N/A	\$70	\$60	\$160	\$130
Discovery Classroom	32 N/A	\$70	\$60	\$160	\$130
Research Alcove	40 N/A	\$70	\$60	\$160	\$130
Bay Conference Room	15 N/A	\$60	\$50	\$125	\$95
Main Lobby	1-50 51-more	N/A	N/A	\$185 \$210	\$155 \$180
Underwater Viewing	1-50 51-more	N/A	N/A	\$310 \$360	\$280 \$320
Rocky Coast	1-75 76-150 150-more	N/A	N/A	\$310 \$360 \$560	\$280 \$320 \$500
Entire Facility	N/A	N/A	N/A	\$1200	\$900

Equipment Rentals and Services Offered:

General Admission included with room rental during normal Center hours.

Staff Support: Tech Support; \$125/hour Bird Aviary Staff; \$30/hour
 Discovery Pool/Touch Tank; \$30/hour

A/V Equipment and Services:

<input type="checkbox"/> Laptop Computer; \$50 <input type="checkbox"/> Computer projector; \$100, with RF remote; \$110 <input type="checkbox"/> Sound System (microphone, amplifier, speakers); \$100 <input type="checkbox"/> Fax, international; \$4/page <input type="checkbox"/> B&W Copy; \$1/page <input type="checkbox"/> Projection Screen; \$20.	<input type="checkbox"/> Conference Telephone; \$35 <input type="checkbox"/> Slide Projector; \$45 <input type="checkbox"/> Fax, long distance; \$3/page <input type="checkbox"/> Fax, receiving; \$2/page <input type="checkbox"/> Color Copy; \$2.50/page
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Facility Services:

Tables; \$7.50/each Tables with Linens (Tablecloths, Skirts); \$15/table
 Pop/Water Service; \$3/person for 4 hrs Coffee/Tea Service; \$3/person for 4hrs
 Ice Bucket; \$10/bucket

ROOM REQUEST FORM

156 College Road, Soldotna, AK 99669 907-262-0318
 Email this form to: krc_rooms@kpc.alaska.edu



Date: _____

For Profit Room Rates

\$35 per hour, minimum of 2 hours.
 \$225 per day, maximum of 8 hours

Government & Non-Profits Room Rates

\$20 per hour, minimum of 2 hours
 \$115 per day, maximum of 8 hours

Non-profit organizations must present KPB Tax Exempt card.

Tech Services

Interactive Videoconferencing:
 \$70 per hour

IT Support:
 \$70 per hour

Computer Lab:
 Additional charge of \$25 per hour, minimum of 2 hours

Food on Campus

Clean up Fee:
 Up to 30 people add \$25

More than 30 people add \$50

** Pricing subject to change without notice.*

**No animals allowed on campus except service animals.
 The room MUST be returned to the original configuration if tables and/or chairs are moved.
 \$50 fee will be assessed if room is not returned to its original configuration.**

ROOM REQUEST FORM & PAYMENT MUST BE SUBMITTED TWO WEEKS IN ADVANCE.

Name of Event/Meeting: _____

Organization (Name & Address): _____

Event Contact (Name, Phone & Email): _____

Event Date: _____ Expected Attendance: _____

Event Start Time: _____ Event End Time: _____

Room(s) Requested (not guaranteed): _____

Will room require a special set up? Yes No If Yes, a **diagram must be submitted with this form.**

For Profit Organization/Business?	Yes <input type="radio"/>	No <input type="radio"/>
Government or Non-Profit Organization?	Yes <input type="radio"/>	No <input type="radio"/>
Admission fee charged for event?	Yes <input type="radio"/>	No <input type="radio"/>
Will food be served?	Yes <input type="radio"/>	No <input type="radio"/>
Will there be solicitation activities?	Yes <input type="radio"/>	No <input type="radio"/>

Groups wanting to solicit on campus must complete the Solicitation Policy Form. Contact KPC for details.

Solicitation Form Attached:
 Yes No N/A

Amount Paid: _____ Cash Check Credit Card Fees waived: Yes No

Insurance Attached: Yes No Insurance Waived: Yes No

KPC Director Approval: _____



Facility Rental Agreement

Business Hours: 9 AM – 5 PM Monday-Friday

9711 Kenai Spur Highway • Kenai, Alaska • 99611

E-mail: daughn.carpenter@akchallenger.org

Phone: 907.283.2000 Fax: 907.283.2279

Web address: www.akchallenger.org

Date(s) of Function: _____ Total number of days: _____

Times: In Building: _____ Out Building: _____ Function Starts: _____ Function Ends: _____

Function Name (For Signage): _____

Group/Entity Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Cell: _____ Ph: _____ Fax: _____

Email Address: _____

On site contact: _____ Cell: _____ Ph: _____

Available Rooms and Capacities

Room Name	Sq. Ft.	Size	Classroom	Square	U-Shape	Rounds	Banquet	Theatre	Reception
Aurora Borealis	2635	47 x 56	84	72	60	160	168	180	180
North Star Classroom	1316	47 x 28	30	36	30	64	70	70	75
Aurora Classroom	1316	47 x 28	30	36	30	64	70	70	75
Sundog Conference	434	31 x 14	15	18	15	32	24	35	35
Orientation Room	650	25 x 26	18	16	18	32	36	60	60
Aurora Breakout Room	494	26 x 19	15	12	9	24	18	24	24
Earth Lobby	1912								125
North Star Breakout Room	494	26 x 19	15	12	9	24	18	24	24
Dorm Rental (10 Minimum)	<i>19 Girls Bunks available & 19 Boys Bunks available</i>								

ROOM RENTAL RATES

Room Name	4 hours	8 hours	Additional Hours
Aurora Borealis	<input type="checkbox"/> \$200	<input type="checkbox"/> \$400	<input type="checkbox"/> \$43.75
North Star Classroom	<input type="checkbox"/> \$125	<input type="checkbox"/> \$225	<input type="checkbox"/> \$25
Aurora Classroom	<input type="checkbox"/> \$125	<input type="checkbox"/> \$225	<input type="checkbox"/> \$25
Sundog Conference	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200	<input type="checkbox"/> \$25
Orientation	<input type="checkbox"/> \$150	<input type="checkbox"/> \$225	<input type="checkbox"/> \$25
Aurora Breakout Room	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200	<input type="checkbox"/> \$25
North Star Breakout Room	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200	<input type="checkbox"/> \$25
Earth Lobby	<input type="checkbox"/> \$175	<input type="checkbox"/> \$350	<input type="checkbox"/> \$37.50
Kitchen	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150	<input type="checkbox"/> \$35
Dorm Rental, min \$100.00	\$10.00 pp, per night / floor sleepers \$2.00 pp, per night		

Room Set-up Instructor Table Number of Participants _____

Chevron Classroom square U-Shape Rounds

Banquet (rectangle tables with chairs on both sides) Theatre (chairs only)

Other: _____

EQUIPMENT RENTAL

Item	# Needed	4 Hours	8 hours & over	Total
LCD Projector & Screen / Portable or Fixed		\$50	\$100	
Laptop Computer		\$25	\$50	
27" Color TV / VCR/DVD each		\$10	\$15	
Interactive Projector		\$75	\$150	
Transparency Overhead Projector & screen		\$10	\$15	
Podium w/sound system		\$50	\$100	
Flipchart/Easel		\$30	\$30	
Cleaning Service		\$50/hour		
Teleconferencing Unit (+long distance)		\$ 10	\$20	
Videoconferencing		\$45	\$85	
Tech Support		\$85 per hour		
Place Settings		\$5.00 each		
Tablecloths		\$5.00 per table/\$7.00 w/in 2 weeks		
Additional Power outside standard use		\$10	\$15	
Deep Fryer (pre-approval REQUIRED)		\$25		
Salad Bar		\$40		
Steam Table		\$40		
Salt & Pepper Shakers		\$2.00 per set		
Re-Staging		\$25.00		
Pastry Service		\$3.00 per person/Maximum 25		
Basic Beverage Service(Coffee/Tea/Water ONLY)		\$4.00 per person/Maximum 25		
Deluxe Beverage Service (Basic Service plus bottled water, soda and/or juice)		\$6.00 per person/Maximum 25		

Rentals \$ _____ + Equipment \$ _____ + Deposit \$200= Total Balance Due: \$ _____

*Deposit is required for all events; 50% of total or minimum of \$100, whichever is greater. **\$200 Cleaning Deposit required. To be refunded upon inspection approx. 21 days following event. Cancellations thirty (30) days or more prior to event date shall receive a full refund of fees minus a \$25.00 processing fee within twenty-one (21) days of written cancellation notice. For cancellations within 30 days of event date a charge equal to one half (1/2) total event cost in addition to a \$25.00 processing fee will be charged.

Amount paid \$ _____ CASH CHECK (\$25 returned check fee) MasterCard VISA Discover

Charge Card # _____ - _____ - _____ - _____

Expiration: _____ Month _____ Year 3-Digit Security Code _____

Name as it appears on credit card: _____

Signature of cardholder _____