

## Board Room Rental Agreement

COMPANY: \_\_\_\_\_

DATE(S): \_\_\_\_\_

PURPOSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

NUMBER OF PARTICIPANTS EXPECTED: \_\_\_\_\_

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### Daily Rates:

Commercial/Organization Rate: Full Day (\$200.00) Half Day (\$100.00)

Full Day(s): \_\_\_\_\_  Half Day(s): \_\_\_\_\_ Total Fees: \$ \_\_\_\_\_

Tribal Member Rate: Full Day (\$100.00) Half Day (\$50.00)

Full Day(s): \_\_\_\_\_  Half Day(s): \_\_\_\_\_ Total Fees: \$ \_\_\_\_\_

Other Fees: (Check all that apply)

Onsite Tech Support \$40/hour

Internet/Wi-Fi \$25/day

Equipment: \$25/day (includes Copier/Printer, TV, Projector, and Teleconferencing)

Cleaning/Deposit: \$50.00 (This fee is refundable. Please submit separately from rental fee).

Rental Fee: \$ \_\_\_\_\_  
Deposit Fee: \$ \_\_\_\_\_  
Other Fees: \$ \_\_\_\_\_  
Total Fees: \$ \_\_\_\_\_

Please make checks payable to *Native Village of Unalakleet.*

**Terms**

The authorized representative warrants that he/she is authorized to bind all those participating within the Group described above (Participants) to the terms of this Day-Use Agreement.

Participants shall follow any rules posted in the Office Building and shall not smoke or use alcohol within the building. The authorized representative agrees to be responsible for any amounts due and owing through this Day-Use Agreement. The deposit will be returned to the authorized representative upon confirmation that there are no damages to the Office Building and that it has been adequately cleaned. In the event there are damages or that cleaning is required, the deposit will not be returned and will be applied to such costs. In the event repair of damages and/or cleaning costs exceed the deposit amount, Participants agree to reimburse NVU for all such costs. The Office Building shall be used only for the purpose(s) described above, and only by Participants.

Participants hereby release, discharge and hold harmless NVU, its officers, directors, employees, agents, representatives, successors and assigns, of and from any and all liability, claim, demand or action, arising from or related to bodily injury or personal injuries known or unknown, death, or property damage resulting from Participants' use of the Office Building. Participants hereby agree to defend, indemnify and hold harmless to the fullest extent of the law NVU and its officers, directors, employees, agents, representatives, successors and assigns against third party claims related to use of the Office Building to the extent of Participants' own negligence or fault.

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**Acceptance of Terms**

I am the authorized representative of those persons participating (Participants) in using the Native Village of Unalakleet Office Building as described above. The information provided above is true and correct to the best of my knowledge. I have read, understood, and voluntarily agree to abide by the terms of this Day-Use Agreement as set forth above, individually, and on behalf of the Participants.

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

<b>To be completed by NVU:</b>	
<b>Date Paid:</b> _____	<b>Amount Paid:</b> _____
<b>Paid By:</b> <input type="checkbox"/> <b>Cash</b> _____	<input type="checkbox"/> <b>Check</b> _____
<b>Date Deposit Refunded (if applicable)</b> _____	