

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	No
Government or Non-Profit Organization?	Yes	No
Will there be solicitation activities?	Yes	No
Program for Minors?	Yes	No
Admission fee charged for event?	Yes	No
Will food be served?	Yes	No

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

Solicitation Form Attached:
 Yes No N/A

If Program is for Minors, see Code of Behavior.

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

Insurance Attached: Yes No Insurance Waived: Yes No

KPC Director Approval: _____

**KENAI PENINSULA COLLEGE
FACILITIES USE AGREEMENT**

FACILITY/PREMISES/PERMITTED USES. KPC agrees to permit the use of KPC facilities/premises for the activities described on the Room Use Request Form under the terms and conditions described below.

SCHEDULE OF USE PERIODS. Scheduling shall be solely within the province of KPC. Upon approval of any room use request, KPC will make a good faith effort to reserve the facility/premises for the date and time requested. The parties acknowledge that there are numerous users of the facilities/premises whose time and needs KPC must attempt to coordinate. KPC does not guarantee availability of the facility/premises. KPC shall not, in any event, be liable for unavailability of the facility/premises.

INDEMNIFICATION. Permittee assumes all responsibility, risk and liability for all activities of permittee, its employees, agents, invitees, contractors, subcontractors, or licensees, directly or indirectly conducted in connection with this Agreement, including environmental and hazardous substance risks and liabilities, whether occurring during or after the term of this Agreement. Permittee shall defend, indemnify, and hold harmless the University of Alaska, its employees, and agents from and against any and all suits, claims, actions, losses, costs, penalties, and damages of whatever kind or nature, including all attorney's fees and litigation costs, arising out of, in connection with, or incident to any act or omission by Permittee, its employees, agents, invitees, contractors, subcontractors, or licensees, unless the sole proximate cause of the injury or damage is the negligence or willful misconduct of the University of Alaska or anyone acting on the University of Alaska's behalf. Within 15 days, Permittee shall accept any such cause or action or proceeding upon tender by the University of Alaska. This indemnification shall survive the termination of the Agreement.

INSURANCE. The room use request will be evaluated for the exposure to risk and loss. If it is substantially limited by the nature of the use, KPC will waive the certificate of insurance requirements. If not waived, further information will be provided for commercial general liability insurance requirements.

CLEANING & VANDALISM. During the periods of facility/premises use by Permittee, Permittee shall be responsible for vandalism or damages occurring during its use and shall be responsible for the expense of cleanup at the conclusion of each use if cleanup is beyond normal wear and tear as assessed by the KPC Residence Life Staff.

ADDITIONAL SERVICES. Permittee shall reimburse KPC for any and all services not included in this Agreement but requested by Permittee or required to fulfill Permittee's responsibilities under the terms of this Agreement including, but not limited to, cleanup not accomplished by Permittee.

Other Rental Stipulations:

1. No message phone, copying service or additional material will be available.
2. Smoking is not allowed in/on University property.
3. Alcoholic beverages are not allowed in/on University property.
4. Hazardous and flammable materials are not allowed.
5. Children shall be supervised at all times while on KPC property.
6. Use is limited to the scheduled room(s) and only during hours specified.
7. Group size may not exceed the posted seating capacity of room(s).
8. Facility use may be revoked by KPC whenever that use interferes or has direct conflict with KPC classes or programs.
8. Coffee and catering service may be available through the KPC cafe vendor at 262-0323.

RENT. Permittee agrees to pay the room use fees as indicated on the Room Use Request Form for the use of the facility/premises. Said sum will be paid one week in advance of the use of the facility/premises. Charges for cleaning and damages (if any) will be billed to the address of the Permittee as shown below and are due in full upon receipt of the billing.

ASSIGNMENT. No benefit under this Agreement may be assigned nor may any duty under this Agreement be delegated without the written consent of the other party.

TERMINATION. This Agreement may be terminated by either party in the event of non-performance by the other.

INTERPRETATION. This Agreement constitutes the entire agreement between the parties, superseding all previous representations, discussions, and agreements between the parties. This Agreement shall be binding upon and shall inure to the benefit of the successors and, subject to the provisions relating to assignment, the assigns of each of the parties.

NOTICES. Any notices concerning this Agreement and all notices required by this Agreement shall be given in writing and shall be personally delivered or mailed to the addresses designated by the parties below.

FOR PROGRAMS INVOLVING MINORS: (A minor is a person under the age of 18 years, unless the person is legally emancipated or legally married):

A. Permittee shall defend, indemnify and hold harmless Kenai Peninsula College, the University of Alaska, its Board of Regents, officers and employees, from and against any and all claims, causes of action, losses liabilities, damage or judgments directly or indirectly related to any mental or physical injury or death arising out of its contact or its conduct or the contact or conduct of its directors, employees, subcontractors, agents or volunteers with minors including sexual abuse of minors as defined by Alaska statute.

B. Permittee shall purchase an insurance rider, endorsement, or secondary policy that names Kenai Peninsula College, University of Alaska as an additional insured and covers and protects the Kenai Peninsula College and the University of Alaska from claims and losses for the abuse defined in A. above and provide Kenai Peninsula College with a copy of that rider prior to the to the commencement of work under this contract. The College Director will have the authority to waive this requirement with written approval from the Chief Risk Officer and the UA General Counsel's Office.

B. Permittee shall present Kenai Peninsula College with certification prior to the commencement of work under this contract that all employees, directors, subcontractors, agents or volunteers that may have contact with minors shall:

1. Be trained and certified in the identification, prevention and reporting of the sexual abuse of minors;
2. Undergo a local, state, and nationwide criminal background check and national sex offender registry check;
3. Be prohibited from working under this contract involving minors if they:
 - i. Have been convicted of a crime of violence, neglect, or abuse against a minor,
 - ii. Are a registered sex offender,
 - iii. Have been convicted of an assault, reckless endangerment, neglect, or
 - iv. Have been convicted of possession of child pornography.
4. Adhere to the permittee's written policies related to the supervision of minors. At a minimum the permittees supervision procedures should include:
 - i. Minimum adult to minor ratios;
 - ii. How to supervise minors during overnight activities;
 - iii. A signed Code of Behavior;
 - iv. How to supervise minors during activities that are associated with water use, including, but not limited to, pools, showers, bathing areas, swimming, etc.;
 - v. How to supervise minors during transition times, including drop-off and pick-up.
 - vi. Mandatory reporting of incidents or allegations of sexual misconduct, (involving adults or minors) according to existing University procedures.

Failure to satisfy any part of this regulation may result, at the University's sole discretion, with immediate termination of this contract for cause, without regard to any other termination provision.

Permittee

Kenai Peninsula College

Signature

Date

Signature

Date

Print Name

Print Name

Kenai Peninsula College, University of Alaska Code of Behavior
R09.12.070

Kenai Peninsula College provides the highest quality services available to minors. Our commitment is to create an environment for minors that is safe, nurturing, empowering, and that promotes growth and success for the minors who participate in programs hosted on our campuses. Any type of abuse will not be tolerated and will result in immediate dismissal from Kenai Peninsula College, University of Alaska (UA). Kenai Peninsula College will fully cooperate with authorities if allegations of abuse are made and investigated.

To accomplish this mission, the employees, volunteers and other adults participating in

Program Name: _____ Hosted By: _____,
which is intended for minors (*defined as any individual who is under 18 years and is not emancipated or legally married*) and hosted on a Kenai Peninsula College Campus:

1. Shall treat minors with respect at all times.
2. Shall treat minors fairly regardless of race, color, religion, national origin, age, sex, sexual orientation, gender identity, physical or mental disability, genetic information or pregnancy or parenthood status.
3. Shall adhere to uniform standards of affection as outlined in any applicable university or program specific procedures, and shall not engage in private displays of affection.
4. Shall not use or be under the influence of alcohol or drugs in the presence of minors or during activities or events involving minors.
5. Shall not discuss sexual encounters with or around minors, unless required academically.
6. Shall not date or become romantically involved with minors in the program.
7. Shall not make pornography in any form available to minors or assist them in any way in gaining access to pornography.
8. Shall not have secrets with minors or ask minors to keep secrets.
9. Shall not swear or tell sexual, discriminatory, degrading or otherwise offensive jokes.
10. Shall not stare at or comment on the minors' bodies.
11. Shall not engage in inappropriate electronic communication, such as "friending" or "following" minors, or allowing minors to "friend" or "follow" them, as may be further defined by specific program policies.
12. Shall avoid outside-of-program contact or interaction with minors, which may be further defined by specific program procedures.
13. Shall not be naked, shower, bathe, "skinny-dip" or undress with or in the presence of minors.
14. Shall not take any photographs or videos of minors or post photographs or videos on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a release from the minor's parent or legal guardian.

15. Shall not abuse minors in anyway including the following:

Physical abuse: hitting, corporal punishment, spanking, shaking, slapping, unnecessary restraints

Verbal abuse: degrade, threaten, cursing

Sexual abuse: inappropriate touch, exposing oneself, sexually oriented conversations

Mental abuse: shaming, humiliation, cruelty

Neglect: withholding food, water, shelter

16. Shall not allow minors to engage in hazing, bullying, derogatory name-calling, games of "Truth or Dare," ridicule, or humiliation.

17. Shall report concerns or complaints about other adults or minors in accordance with all reporting policies, which include the anonymous UA Confidential Hotline at toll free (855) 251-5719."

Signature: _____ Date: _____

Printed Name: _____ Title: _____