



**CITY OF NUIQSUT
KISIK COMMUNITY CENTER
RESERVATION FORM & USE AGREEMENT**

The Kisik Community Center building usage fee is \$2,000.00 per day (a 'day' is defined as any part of a continuous 24-hour calendar-day period). This building usage fee is non-refundable and due at the time of reservation. In addition to the building usage fee, a security deposit of \$500.000 is also required at the time of reservation to cover any damages or specialized cleaning that may be required following use of the facility. The security deposit is refundable contingent upon the Kisik Community Center space being returned to the City in a clean state as determined by the Mayor, City Administrator, or City Clerk. Please email completed forms to cityclerk@cityofnuiqsut.org.

Date of Application: _____ Date(s) of Rental: _____

Name of Organization: _____

Organization Representative: _____

Organization Address: _____

Organization Phone: _____ Email: _____

Meeting Purpose: _____

Please check the following equipment or service facilities needed:

Table _____ Chairs _____ Extension Cord _____ Surge Protector _____
Microphone _____ Basic Kitchenette _____ Flyer/Notice Posting _____ Other _____

Building Usage Fees

Building usage fee total: _____ days @ \$2,000/day = \$ _____

Security deposit: \$ _____

TOTAL CHARGE: \$ _____

Agreement Signature

Signature of organization representative in acceptance of building usage terms as stated above:

Organization Representative Signature: _____ Date: _____

Approved by: _____ Date: _____