



PETERSBURG INDIAN ASSOCIATION

PO Box 1410

15 N. 12th Street

Petersburg, Alaska 99833

Phone: 907-772-3636

Fax: 907-772-3637

Facility Rental Policy

Section 1. Introduction

This policy applies to the following rental facilities: John Hanson Hall located at 12 First Street and the conference room in the Elizabeth Peratrovich Building located at 15 N.12th Street.

Section 2. Scheduling Rentals

All PIA rentals are on a first-come first-served basis. The rental date(s) will be locked-in upon receipt of the security deposit.

Prospective renters will complete a rental contract form that provides the renter's name, mailing address, contact information, date(s)/time(s) of desired rental term, and any other information required to complete the rental contract form. Prospective renter may provide the information in-person, by phone, or via fax.

If rental is for a minor (under 18 years of age) then an adult must be present at all times during the rental term(s).

PIA staff will design and maintain a reservation system that will effectively track reservations to avoid overlooked reservations and double-booking.

Section 3. Security Deposit

A refundable Security Deposit of \$100 is required for all rentals and can be made in the form of cash or check/money order made payable to Petersburg Indian Association. The deposit will be refunded subsequent to the rental term if a PIA employee inspects the facility and determines that it is clean and has no new damage(s).

Cancellation of rental must be made at least seven (7) calendar days prior to date(s) of rental in order to receive a full refund of the deposit.

Section 4. Rental Rate

Base Rates: \$20 per hour, with a 2-hour minimum; \$150 for 24 hours. Sales tax will be assessed unless renter presents Borough-issued tax exemption documentation.

ANB/ANS Camp 16 is entitled to use the facilities at no cost for the purpose of holding its business meetings. No rental contract will be required in this instance.



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Section 5. Discounts

A. Hourly/daily

- i. **Non-PIA Tribal/Native Organizations** are entitled to a 10% discount. Documentation required: Active business license.
- ii. **Government Entities** are entitled to a 10% discount. Documentation required: Written request on letterhead.
- iii. **PIA Employees** are entitled to a 20% discount. Documentation required: None.
- iv. **Tribal Citizens** are entitled to a 30% discount. Documentation required: Proof of tribal enrollment with PIA.
- v. **Cultural Events** that are open to the public are entitled to a 40% discount. Documentation required: Advertising showing that the event is open to the public.
- vi. **Non-Profit Organizations** are entitled to a 50% discount. Documentation required: Proof of 501(c) (3) status.
- vii. **ANB/ANS Camp 16 events** (excluding business meetings) are entitled to a 50% discount. Documentation required: None.

B. Short-term leases are entitled to a 25% discount of the per hour base rate. "Short-term" is defined as at least 6 hours per week for a minimum of 4 consecutive weeks. Sales tax will be assessed in accordance with applicable Borough ordinances.

Discounts cannot be combined and must be applied to the pre-tax rental fee.

Section 6. Food and Beverages

Non-alcoholic beverages are allowed. PIA does **not** provide any beverage service. Food is not allowed (applicable to Conference Room only).

Section 7. Rights Reserved

PIA reserves the right to rescind any applied discount and terminate any rental term if PIA determines that Renter has misrepresented the type of renter or type of event, or if Renter violates the guidelines outlined in the rental contract. Rental fees will be non-refundable in that instance.