



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 Hallingstad-Peratrovich Building located at 15 N. 12th Street.

Section 2. Scheduling Rentals

All Petersburg Indian Association (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 renters may provide the information in-person, by phone, or via email.

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 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 amounts of the deposit are as follows:

- \$100 for rentals that do NOT serve, distribute, or permit the consumption of alcohol at the rented premises during their event.
- \$250 for rentals that DO intend to serve, distribute, or permit the consumption of alcohol at the rented premises during their event (please see below).

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).

The PIA housing director is responsible for making sure the Hall has been left in good condition upon the departure of a tenant. The housing director will sign the cleaning agreement after checking the hall to assess whether the security deposit will be returned or not.



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Section 4. Rental Rate

Base Rates: \$25 per hour, with a 2-hour minimum; \$250 for 24 hours. Sales tax will be assessed unless renter presents Borough-issued tax exemption documentation. 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.

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.

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.
- viii. **Tribal Citizen Memorial Service** The family of a Tribal Citizen who was enrolled with PIA at time of death are entitled to a 100% discount of the rental fee for a memorial service. A security deposit is still required and if the Tenant intends to serve, distribute, or permit the consumption of alcohol during their event, that policy will still apply (please see below).

- 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.



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Section 6. Food and Beverages

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

A. The Sale of Food Items

If the Tenant intends to sell any food items, they must obtain a Temporary Food Service Permit through the State of Alaska and provide PIA a copy.

B. Alcohol

If the Tenant intends to serve, distribute, or permit the consumption of alcohol at the rented premises during their event, the following insurance requirements apply:

Deposit

- **The tenant will be required to pay a deposit of \$250**, if the Tenant intends to serve, distribute, or permit the consumption of alcohol at the rented premises during the term of this Agreement

Individuals

- The Tenant shall provide PIA with proof of valid and current homeowner's, renter's or personal liability insurance that includes coverage for hose liquor liability. Such proof must be submitted no later than seven (7) days prior to the event date.

Businesses or Organizations

- The Tenant shall obtain and provide PIA with a certificate of insurance evidencing special event liability coverage, including liquor liability coverage, with minimum limits of \$1,000,000 per occurrence. PIA shall be named as an additional insured on such policy. Proof of coverage must be submitted no later than seven (7) days prior to the event date.

General Provisions

- Failure to provide the required proof of insurance will result in the immediate cancellation of the event and forfeiture of any deposits paid. The Tenant is solely responsible for ensuring compliance with all applicable Federal and State laws and regulations regarding the service and consumption of alcohol.

If the tenant serves, distributes or permits the consumption of alcohol during their event without following the policy set forth, the deposit paid will immediately be forfeit and that tenant will not be allowed to rent a PIA facility for a period of time determined by the Tribal Administrator.

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.