



Juneau International Airport Meeting Room Use Request/Agreement

User's Contact Information

Name: _____ **Primary Contact:** _____
Company/Organization: _____ **Address:** _____
Phone: _____
Cell Phone: _____
Email: _____ **Fax:** _____

Event Information

Description of Event: _____

Will food and beverage be served at this event? : Yes No.

Will a caterer be used at this event? Yes No. Name of caterer: _____

Note: If alcoholic beverages will be served and/or food catering or delivery service used at the event, see Paragraph 8 of Meeting Room Use Agreement: Standard Terms and Conditions.

Date of Event	Set Up Time:	Event End Time:	Total Hours	Anticipated Number of Attendees
	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		
	Event Start Time:	Take Down/Departure Time		
	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		

Use Fee

Alaska Room	<input type="checkbox"/>	\$50.00 – Up to 2 hours
	<input type="checkbox"/>	\$100.00 – Up to 4 hours
	<input type="checkbox"/>	\$200.00 – Up to 9 hours
	<input type="checkbox"/>	\$300.00 – Up to 24 hours
Room Setup:		
<u>Alaska Room Predesigned Set-Up Options:</u>		
Option A1	<input type="checkbox"/>	No extra charge
Option A2	<input type="checkbox"/>	No extra charge
Option A3	<input type="checkbox"/>	No extra charge
Option A4	<input type="checkbox"/>	
Custom Set-Up Option	<input type="checkbox"/>	\$25.00
Cleaning Fee (Non-Refundable):	<input type="checkbox"/>	\$_____ Up to \$100.00, to be determined by JNU Manager's Office



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Damage Deposit (Refundable):	<input type="checkbox"/>	\$ _____ Up to \$100.00, to be determined by JNU Manager's Office
Sales Tax – 5%	<input type="checkbox"/>	\$ _____
TOTAL USE FEE:		\$ _____

Signatures / Approval

<p>User's signature on this Use Request/Agreement constitutes an agreement to the terms and conditions of the Juneau International Airport Meeting Room Use Agreement: Standard Terms and Conditions ("Standard Terms and Conditions"), incorporated into this Agreement by reference and made a part hereof. Submission of this Use Request does not automatically grant approval for use of the meeting room. This Agreement will not be effective until signed by JNU Manager, and Use Fee has been paid in full. JNU reserves the sole right to deny use of the meeting room for any activity that violates the Standard Terms and Conditions, federal, state or local laws or codes or ordinances or for demonstrated past failure by User to comply with the foregoing.</p> <p>By my signature below, I attest that:</p> <ul style="list-style-type: none"> • I am at least 18 years of age; • I have read, understood, and agreed to the terms and conditions of this Meeting Room Use Request/Agreement and the Standard Terms and Conditions; • I am authorized to execute this Agreement on behalf of the User; and • I am responsible for the payment, clean-up, and overall supervision of the Alaska Room during the use period stated in this Agreement. 	
Signature of User's Authorized Representative	Date
Signature of JNU Manager or Designated Representative	Date
<input type="checkbox"/> JNU Approved	<input type="checkbox"/> JNU Denied



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JUNEAU INTERNATIONAL AIRPORT MEETING ROOM USE AGREEMENT: STANDARD TERMS AND CONDITIONS

1. Meeting Rooms: Descriptions and Availability

Meeting rooms are available for rent on a first come first serve basis equally to airport tenants, businesses, and the public. Juneau International Airport (JNU) reserves the sole right to deny use of the meeting rooms by any group, company, or individual for any activity that violates the Standard Terms and Conditions or federal, state or local laws, or for demonstrated past failure by User to comply with the foregoing. In consideration of the Use Fee payment, JNU grants User permission to use and occupy the specified meeting room (hereafter “meeting room” or “premises”) located at JNU, according to the terms of this agreement.

Alaska Room. The Alaska Room encompasses approximately 1,740 square feet. The maximum functional capacity of the Alaska Room is 120 persons. User is responsible to ensure that the maximum capacity is not exceeded.

At no additional charge, tables, chairs, and certain other equipment and features are available in the JNU meeting rooms. Users should work with the JNU Manager’s Office to determine what equipment and features are available on the date(s) and time(s) of its event(s).

There are no kitchen facilities available.

The non-exclusive use of the terminal’s public restrooms and hallways for ingress and egress shall be available to User; however they are not extensions of the meeting rooms and are not part of the rented space.

2. Reservation/Advance Payment of Use Fee

To reserve a meeting room, the JNU Manager’s Office must receive a completed and properly executed Juneau International Airport Meeting Room Use Agreement and payment (made payable to the City & Borough of Juneau) of the full Use Fee. The Use Fee does not include: catering charges, clean-up fee, damage deposit, or custom room setup.

3. Room Setup

Room setup should be discussed with the JNU Manager’s Office prior to submittal of the Meeting Room Use Request/Agreement form. Users may select one of several predesigned set-up models included in the Use Fee or may, for an additional charge, arrange for a custom room setup. The predesigned setup options for the Alaska Room are illustrated in Exhibit A.

4. Damage Deposit and Cleaning Fee

JNU Manager’s Office may require advance payment of a refundable damage deposit and/or a non-refundable cleaning fee depending on the scope and nature of the planned use of the room. User may elect to remove its own trash at the end of the event in lieu of paying a cleaning fee.

5. Insurance

JNU reserves the right to require insurance coverage, depending on the proposed scope and nature of use.

6. Security

User is responsible for the safety and conduct of its agents, employees, guests and licensees under this agreement. JNU reserves the right to eject for cause any person or persons from JNU or any part thereof, and User waives any right and all claim for damages against either JNU or the City and Borough of Juneau (CBJ) for the exercise of such right.

7. Room Access

Access authorization to the premises by the User and User’s agents, employees, contractors, caterers, licensees and guests commences at the “start” time, and ends at the “end” time, as charged for and designated in this Use Agreement. User should therefore plan the rental period accordingly, to allow sufficient time for pre and post event set-up and take-down, cleanup, and the removal of User-provided equipment/property. User may be charged and agrees to pay for any time the premises is used or occupied in excess of the time provided in the Use Agreement.

8. Catering

All alcoholic beverage service must be provided by a caterer a properly licensed and authorized to serve the alcohol being served. User’s alcoholic beverage caterer, food caterer, and/or food delivery service must be current and in compliance with all state and local licensing and insurance requirements at the time of service.



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9. Access to Rented Space by JNU

JNU reserves the right for its employees, and representatives to access and enter the rented space, when reasonably necessary, but will not unreasonably disturb User's quiet enjoyment and use of the premises.

10. Parking

Neither parking benefits nor fees are included or part of this agreement. User and User's agents, employees, guests and licensees are responsible for their own parking costs. Billing requests may be made to Republic Parking by calling the manager at 907-789-2343.

11. Cancellations

(a) JNU Cancellation. JNU reserves the right to cancel User's reservations due to reasons beyond its control. In such an event, the User shall be notified of a cancellation at the earliest possible date and offered the opportunity to reschedule or receive a full refund of fees paid.

(b) User Cancellation. If User cancels, by email or in writing, more than one week before event date, User will receive a full refund.

12. Indemnity

Throughout the period of its use and occupancy of the premises, the User is responsible for the safe conduct of activities on the premises and shall indemnify, defend, and hold harmless CBJ against any and all claims, demands or actions arising out of activities conducted by User, its employees, agents, caterers, licensees and guests, saving only claims for loss or injury caused by CBJ's gross negligence.

13. Payment for Damages.

If said premises, furnishings or any portion of the building occupied during the term of this use agreement shall be damaged by act, default, or negligence of User or by User's agents, employees, licensees or, guests, or any persons admitted to said premises by User, excepting loss by grossly negligent acts of the CBJ, its agents or employees, User will pay to CBJ upon demand such sum as shall be necessary to restore said premises to its previous condition. In the event of any such occurrence, User shall be subrogated to all rights, claims, and causes of action of the CBJ in such circumstances.

14. Expiration of Occupancy

At the expiration of the occupancy period contracted for herein, User shall quit the premises and return all equipment and facilities provided in the same or better condition and repair, except for ordinary wear. In the event User fails or refuses to surrender possession of the premises at the time herein agreed, User may be regarded as a trespasser and JNU may seek appropriate legal measures, including criminal prosecution.

15. Property Brought to Premises

All personal property brought to the premises by the User shall, be the sole responsibility of the User, and CBJ shall not be liable for its damage or loss by fire, theft, or otherwise. If, upon expiration of the occupancy contracted for, User fails to remove User's personal property from the premises, JNU shall remove and dispose of the same according to law.

16. Acceptance of Premises

The User agrees that it has inspected the meeting room and any accessory equipment to be provided under this agreement and accepts them in their present condition. User acknowledges that JNU has made no representations or promises relied on by User regarding the fitness for a particular purpose of the meeting room or accessory equipment.

17. Signs, Posters, and Banners

All signage is restricted to the rented meeting rooms and times under the Use Agreement and shall be limited to freestanding easels.

18. Assignments and Subletting

No part of the meeting room may be assigned, pledged, transferred, or subleased by User, nor may a right of use of any portion of the room be conveyed or conferred on any third party by User by any other means, without prior written consent of JNU, which consent may be withheld in JNU's sole discretion.

19. Governing Law. This agreement shall be governed by Alaska law and venue shall be in the State of Alaska, First Judicial District, at Juneau.