

**VOCATIONAL TRAINING AND RESOURCE CENTER  
HA KAAK HÁS KA HÍDI (OUR UNCLÉS' HOUSE)**

**3239 Hospital Dr. Juneau, AK 99801 • Phone 907-463-7375 • Fax 907-463-7321 • www.vtrc.org**

**ROOM RENTAL AGREEMENT**

Please complete this VTRC rental agreement form to reserve one or more of the VTRC rooms. **Who will be renting:**

Company Name		Function Name:	
Your Name		Address	
City, State	Zip	Telephone	Fax#
E-Mail Address		# of Participants:	

**Room(s), Date(s), and Time(s)**

Room	Date(s) and Time(s)	# Days	X	Price	Subtotal
Full Auditorium	_____	_____	_____	_____	_____
Front Half of Auditorium	_____	_____	_____	_____	_____
Back half of Auditorium	_____	_____	_____	_____	_____
Computer Lab	_____	_____	_____	_____	_____
Business Classroom	_____	_____	_____	_____	_____
Incubator Room	_____	_____	_____	_____	_____
First Floor, Back Room	_____	_____	_____	_____	_____

See room rental price listing for appropriate rental fee.

SUBTOTAL

FOR CATERING: Call Mr. Joon Kim, Owner of Twin Lakes Café at 586-0124

**ROOM SET-UP:** Classroom / U-shape / Chairs only / etc. (Please let us know how you want room set-up)

TOTAL

**Equipment Available:**

- Multimedia projector,  DVD/VHS player,  Conference phone,  Overhead projector,  Laptop computer \$25/day  
 Easel/Flip Chart Paper/Markers,  P.A. System in Auditorium only (one wireless mic and/or nine table mics),  
 Coffee/Tea/Hot Water Service

**IMPORTANT:** Send your payment now, rental fee is due before meeting or training takes place. Please make checks and purchase orders (PO's) payable to: Vocational Training & Resource Center (VTRC).

<input type="checkbox"/> Cash or check	Check #	Amount \$
<input type="checkbox"/> Purchase order	P.O. #	
<input type="checkbox"/> Bill my organization	Authorized Signature	Phone #
<input type="checkbox"/> Credit card	Credit Card #:	_____
	<input type="checkbox"/> AmEx <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Exp Date: _____ / _____
		Security Code _____

**Cancellation/rescheduling policy:** A \$35 fee will be charged for the Business Class room, Front half Auditorium, or Back half Auditorium; a \$100 cancellation fee will be charged for the Computer Lab or the Full Auditorium. You may reschedule your event by issuing a new rental agreement.

**VTRC reserves the right to cancel room rental(s):** In the event the Vocational Training & Resource Center needs to cancel, all room rental fees will be refunded.

**I have read and agree to the the policies of VTRC:** \_\_\_\_\_

**Signature and Date**

VTRC Rep and Date Rcvd Agmt:	<input type="checkbox"/> Check #	<input type="checkbox"/> Cash \$	Date Payment Revived:
<input type="checkbox"/> Scanned to Outlook Room Folder <input type="checkbox"/> Sent Edocs	Invoice # and Date:	Credit Card Processed On:	Refund Amount: Date Processed: