

## Friends of Eagle River Nature Center

32750 Eagle River Rd. • Eagle River, AK 99577 • Phone: 907-694-2108 • Fax: 907-694-2119 • email: admin@ernc.org

### Classroom Yurt Reservation Request

(Available when not in use by Nature Center, Tuesday-Sunday, 10am-5pm)

Organization:			
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Applicant Name:	First:	Last:	Title:
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Please check group type:

Non-profit. Please fill out tax id # (REQUIRED): \_\_\_\_\_
  Private Group

Address:	City:	State:	Zip:
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Day phone:	Evening phone:	Fax:	E-mail:
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Purpose of Event: \_\_\_\_\_ Estimated # attendance: \_\_\_\_\_

\_\_\_\_\_ Parking passes needed (included with rental): \_\_\_\_\_

*Date of use:	*Start time:	AM	PM	*End time:	AM	PM
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*\*Subject to availability. Only available Tuesday-Sunday, 10am-5pm.*

### Please check those items that apply to your rental:

**Classroom Yurt (Maximum occupancy allowable is 47 people)**

Note: The Classroom Yurt is a 30 foot diameter insulated tent structure with a gas stove. There is NO electricity, unless you rent the generator. Outdoor latrine located nearby. Yurt can be cold during the winter months.

Non-profit rate
 ½ Day Rental (up to 3.5 hours during 10am-5pm) \$100.00 = \_\_\_\_\_

Full Day Rental (up to 7 hours, 10am-5pm) \$200.00 = \_\_\_\_\_

Private group rate
 ½ Day Rental (up to 3.5 hours during 10am-5pm) \$200.00 = \_\_\_\_\_

Full Day Rental (up to 7 hours, 10am-5pm) \$400.00 = \_\_\_\_\_

**Equipment**

30 chairs No charge

3' x 6' folding table (2) No charge

Projection screen No charge

Projector \$10/day \$10/day x \_\_\_\_\_ days = \_\_\_\_\_

*(Please check with manager to see if your computer is compatible with our projector)*

Gas lights No charge

Gas stove No charge

Generator (for electronics and lights) \$10/day \$10/day x \_\_\_\_\_ days = \_\_\_\_\_

Use of OWN barbecue grill No charge (special permission required)

**Rental Notes:**

Refundable Cleaning Deposit =        \$75.00

Payment options: Cash, check or credit card

**TOTAL DUE: = \_\_\_\_\_**

(We accept VISA, Mastercard, American Express and Discover; there is a \$5.00 non-refundable credit card processing fee)

**I would like to hire a Naturalist for my event. Contact phone/email: \_\_\_\_\_**

The permit holder shall indemnify, hold harmless and defend Friends of Eagle River Nature Center, its agents and employees from liability of any nature or kind, including cost and expenses, for or on account of any and all legal actions or claims of any character whatsoever resulting from injuries or damages sustained by any person or persons or property as a result of any error or omission or negligent act of the permittee relating to use of the building/park.

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*Please read and sign the rental agreement below.*

## Classroom Yurt Policies and Rental Agreement

AS THE RESPONSIBLE PARTY REQUESTING THE USE OF THIS FACILITY,  
I AGREE THAT THE MEMBERS OF MY GROUP WILL ABIDE BY THE FOLLOWING RULES:

### Fees

- Full payment of all fees is due upon the submission of this Classroom Yurt Use Policies and Rental Agreement. The ERNC Manager must approve any alternate payment schedule.
- Renters will be required to pay a cleaning deposit at the time of the rental agreement submission. Deposit fee is \$75.00.
- Renters will be held financially responsible for any damages.
- All set-up and clean-up must be completed during the requested rental time.
- Renters must pay for all time reserved, even if not used (i.e. late start or early end of rental).

### Cancellations

- All cancellations and changes must be submitted in writing and will be eligible for a refund or billing according to the following schedule (Please note there is a \$5.00 non-refundable credit card processing fee if you pay via credit card and cancel):
  - 7 days prior to date of rental ..... 100% refund
  - 3-6 days ..... 50% refund
  - 1-2 days ..... 25% refund
  - Day of rental ..... 0% refund

### Conduct

- Yurt shall not be used for any illegal purposes, in any manner for which it was not designated, or in a negligent manner.
- Maximum occupancy is 47 people.
- Yurt will not be used by any other persons without permission of the manager.
- Renters will leave Yurt in same state it was obtained.
- Any repairs needed for damage caused by renter will be paid by the renter and/or may lead to forfeiture of the cleaning deposit.

### Yurt Rules

- Smoking is prohibited inside any part of the yurt.
- No cooking of any kind is allowed inside of the yurt. Catered or food prepared before-hand is allowed.
- Any ALCOHOL USE REQUIRES submittal of the ERNC Alcohol Use Permit. Permit must be approved by the ERNC Director or Manager no later than 7 days prior to event.
- All State, Federal and municipal permit, licensing and laws related to the serving and consumption of alcoholic beverages must be strictly adhered to by the renter.
- All alcohol must be consumed INSIDE the Classroom Yurt. No alcohol may be consumed outside the Classroom Yurt.

- Use of own barbecue grill is allowed outside of yurt, special permission required from Manager. Grill must be carefully attended to.

### Set-Up

- Renters will not be permitted in the Yurt to set-up or clean-up before or after requested rental period.
- The following areas are available for use to renter:
  - Classroom Yurt.
  - Small deck in front of Yurt.
- No electricity is available unless generator is rented.
- Outdoor latrine located nearby.
- Two parking areas available (weather permitting), the main ERNC parking lot and the overflow parking lot (see map).
- Walk to Yurt is about 0.25 miles along a dirt/gravel trail.
- Excessively loud music is not permitted in or outside of the building.
- The use of duct tape, staples, or glue is NOT permitted in yurt. Use of scotch tape, masking tape or other decorations may not be used without prior approval by the manager.

### Clean-Up

- Renter is responsible for removing ALL TRASH! Failure to remove trash will result in forfeit of \$75.00 cleaning deposit. Bears will damage the Yurt if trash is left inside. Trash bags can be dropped in our dumpster, located behind the main Nature Center building.
- Renters will be charged hourly rate (\$25-\$50/hour, depending on rental rate) for any clean-up that lasts longer than requested reservation time.
- Any spills must be cleaned up immediately.
- Tables should be folded and stacked against wall, chairs placed around perimeter of Yurt.
- Turn off ALL gas lights. Damaged filaments (lights) will be charged a \$10.00 replacement fee.
- If Yurt is not returned to its original condition (as determined by the manager), renter will forfeit their \$75.00 cleaning deposit.
- Turn off Gas Stove using switch located on the back, top-right of stove. DO NOT TURN OFF THE PILOT LIGHT.

### Access to Yurt and Security

- Renter is required to contact manager and make arrangements for access to the yurt.

The person signing this agreement must be 18 years of age or older and will be the responsible person attending the event. The submission of this Classroom Yurt Rental Agreement does not guarantee that the requested time is available. The rental time or building is not approved until the Permit is issued and signed by the Director or Manager. \_\_\_\_\_

(Initials)

I have read and understand the conditions of the Eagle River Nature Center Main Building Rental Agreement. I understand that if I cancel my reservation that I must submit a written notice a minimum of 7 days prior to my scheduled event, otherwise I will be responsible for the room rental fee. My signature below verifies that I agree to abide by the terms listed in this agreement. Failure to comply with any financial obligations may result in Bill for Collection action.

The Eagle River Nature Center reserves the right to cancel this permit at any time for any reason. Fees are subject to change at any time without notice.

\_\_\_\_\_  
Name PRINTED

\_\_\_\_\_  
Name SIGNED

\_\_\_\_\_  
Date

Staff only: Approved by: \_\_\_\_\_ Date payment received: \_\_\_\_\_ Amt: \_\_\_\_\_ 501c3? Y N Alcohol Permit? Y N Rev:9/24/2020

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### Classroom Yurt Rental Check List

**Please note that an Eagle River Nature Center staff person will be onsite for the duration of your rental to unlock/lock the facility, assist with any Nature Center rental equipment set-up, and in case of emergency.**

#### **Before Date of Rental:**

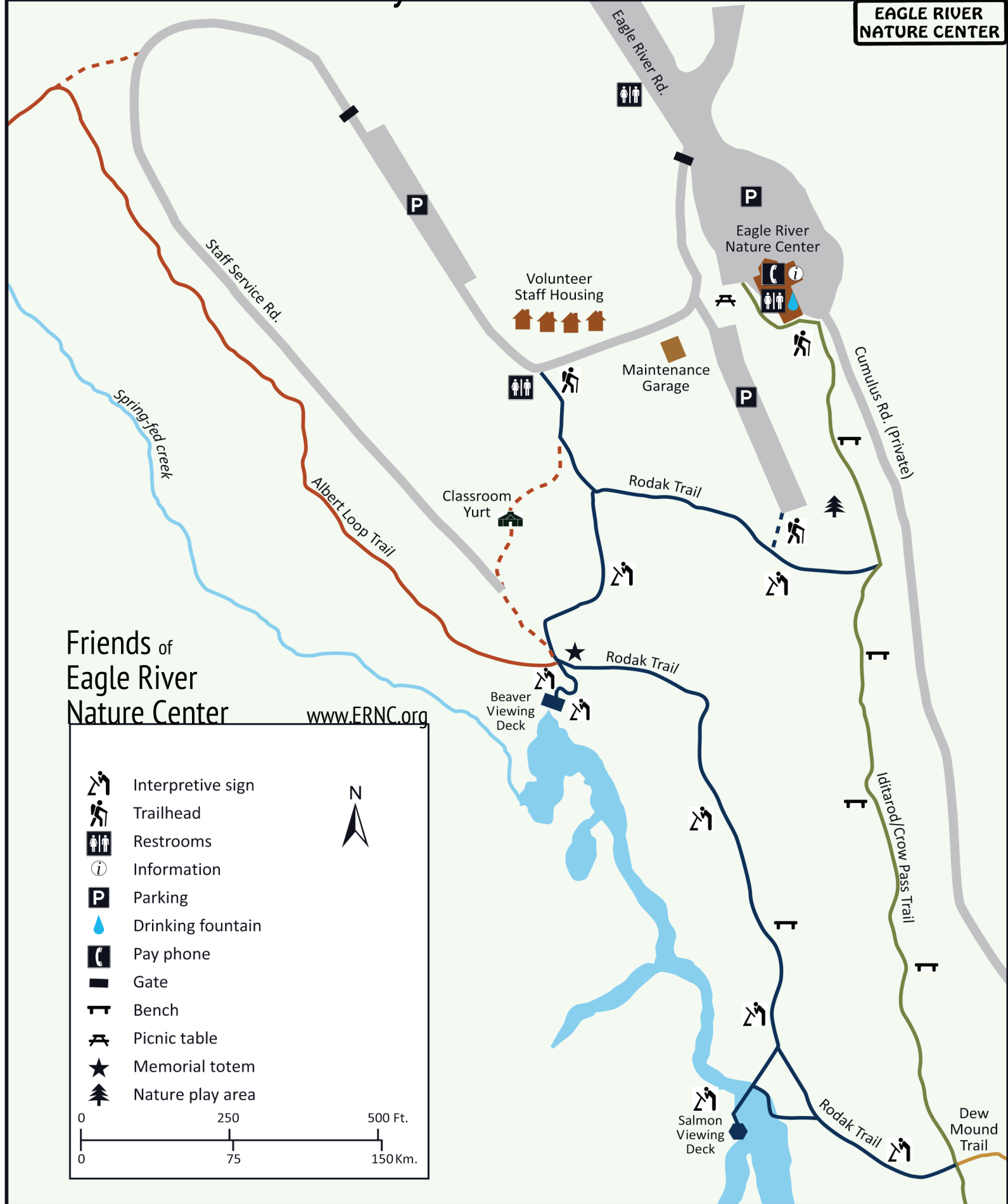
- Submit completed Reservation Request Form and full payment to Eagle River Nature Center Manager.
- If electricity is needed, did you remember to check it on your rental agreement?
- Fill in the Non-profit/501c(30) tax id number (if applicable).
- Arrange for access to Classroom Yurt.
- Arrange for gate to be opened if you need to get closer access to unload/load things at the yurt (SUMMER ONLY).
- Obtain Parking passes for guests.
- Obtain Alcohol Use permission from Nature Center Director or Manager (if applicable).
- Obtain permission for decoration use from Eagle River Nature Center Manager (if applicable).
- Obtain permission for use of OWN barbecue grill from Eagle River Nature Center Manager (if applicable).

#### **End of Rental:**

- Clean-up any spills.
- Fold and stack tables against the wall.
- Return the chairs to the perimeter of the yurt.
- Sweep the floors.
- Remove any decorations (if applicable).
- REMOVE ALL OF TRASH FROM THE YURT AND DISPOSE OF IT IN THE NATURE CENTER DUMPSTER. Failure to remove any trash from the Ed Yurt will result in forfeiture of your \$75 cleaning deposit.**
- Turn off all gas lights.
- Turn off gas stove (switch is on the back, upper right side of the stove). **DO NOT TURN OFF THE PILOT LIGHT!**
- Remove all personal belongings.

# Eagle River Nature Center

## Rodak Trail and Vicinity



Friends of  
Eagle River  
Nature Center

[www.ERNC.org](http://www.ERNC.org)

	Interpretive sign
	Trailhead
	Restrooms
	Information
	Parking
	Drinking fountain
	Pay phone
	Gate
	Bench
	Picnic table
	Memorial totem
	Nature play area

0 250 500 Ft.

0 75 150 Km.