



# ALASKA ARTS SOUTHEAST

Sitka Fine Arts Camp (Alaska Arts Southeast, Inc)

## **SHELDON JACKSON SCHOOL NATIONAL HISTORIC LANDMARK**

### **The Campus**

The Sheldon Jackson campus was built in 1911 by the prestigious architectural firm Ludlow and Peabody; it is nationally significant for its role in the education of Alaska Natives during the first half of the twentieth century, and for its role in the transformation of Native cultures in this period, first as an industrial training school, then a high school boarding school, and finally a college. In 2007, the school closed, and in 2011, ownership of the core campus was transferred to Alaska Arts Southeast (AASE), best known for its nationally recognized Sitka Fine Arts Camp.

The following information is to ensure that you and members of your group understand our policies and have a good experience while on campus and, at the same time, help us protect and maintain this beautiful National Historic Landmark. These policies apply to all guests on the Campus; failure to comply with rental policies could result in additional rental fees or cancellation or termination of rental agreement.

### **GENERAL CAMPUS POLICIES**

#### **Parking**

All vehicles must park in the Hames Parking Lot unless otherwise specified. Only vehicles servicing a building are temporarily allowed to unload in active unloading or fire lanes. Parking in fire lanes, on the lawn, or any other non-designated parking area is not permitted, nor is driving onto or across Campus lawns.

#### **Tobacco/ Drug Policy**

Alaska Arts Southeast is a tobacco, e-cigarette, marijuana, and drug free campus. It is the renter's responsibility to make sure that guests are not smoking on campus or in any of the buildings. Failure to enforce the campus tobacco policy will result in a \$100 fine to the renter.

#### **Alcohol**

Renters wishing to serve alcohol must receive permission from AASE prior to the event and will be charged an alcohol fee (\$100 for events of fewer than 150 people, \$150 for over 150 people).

All alcoholic beverages shall be served in accordance with the regulations of the Alaska Alcoholic Beverage Control Board and the City and Borough of Sitka.

If the event is open to the public (including ticketed events), the renter must use a licensed vendor to serve alcohol. The vendor must display their ABC permit, which AASE will retain a copy of for its records.

If the event is private or invite only, the renter may designate a person responsible during the event to serve alcohol and to ensure that all regulations are followed. The renter will provide this information in a written document to AASE for its records. Hard liquor is allowed only when licensed vendors are serving.

## **EVENT RENTALS**

### **Reservations**

Reservations may be made up to 12 months in advance of the event. The renter may not sublet the facility, nor may the reservation be transferred. By signing an AASE contract or by applying funds to their reservation, the renter thereby agrees to all AASE rental policies. AASE is not liable for any loss, damage, injury, or illness that occurs to renters or groups of persons using the facilities on the Sheldon Jackson Campus.

### **Payment**

For events under \$1000, rental fees payable to AASE are due in full at the time the reservation is made. For events over \$1,000, 50% of the rental fee is due upon booking to reserve the date. The balance and any additional fees are due at the conclusion of the event. Reservations will not be confirmed until the appropriate payment is received. Credit cards are not accepted for payments of over \$1000.

### **Deposit**

A deposit of \$250 for events under \$1000 and of \$500 for events over \$1000 for damage, cleaning, overtime, cancellation or optional equipment usage is due with the reservation along with the first rental fee. Deposits are returned without interest, subject to satisfactory inspection of the premises by management. Cleaning charges, additional rental time & penalty charges may be withheld, if necessary.

### **Cancellations**

Cancellations must be made in writing and will be charged 15% of full rental fee. Cancellations made 5 business days or less before the beginning of the rental period will be charged the full cost of the rental. Date and time changes will be treated as cancellations. For events over \$1000, cancellation fees are subject to conditions of memorandum of understanding (MOU).

### **Contact Person**

One contact person should be designated to oversee all arrangements with the Alaska Arts Southeast (AASE) Event Manager. The contact person is responsible for making an on-site appointment with the Event Manager to finalize arrangements for the event a minimum of two weeks prior to the event. This will help ensure a quality event for the renter. AASE and its staff persons are not responsible for any problems that occur during events where the contact person did not have an on-site meeting with the Event Manager. Any on-site deliveries must be also set up at a time agreed upon between the contact person and the Event Manager.

### **Communication and Staff Hours**

Office hours are Monday-Friday 9-5. Any required communication outside of the event rental (including phone calls, text messages, etc.) that occurs outside of business hours (9am-5pm, Mon-Fri) will be charged to the renter at our overtime rate.

### **Conditions of Use**

Renters are responsible for their own setup and cleanup, unless otherwise specified in a Memorandum of Understanding (MOU). If additional set-up and/or cleanup is needed, as determined by AASE, the renter will be charged additional fees.

### **Vendors**

AASE is able to provide a variety of services and amenities to make your event a success. Renters wishing to hire outside vendors are required to use AASE pre-approved vendors for catering, decorating, DJ'ing or other services. For approval, contact Event Manager at [rentals@fineartscamp.org](mailto:rentals@fineartscamp.org). Some vendor training may be necessary prior to the event. Vendors will be required to sign a Vendor Agreement upon arrival at the event.

### **Protection of Buildings**

Renter is responsible for decoration of the space. No items may be used that will create or leave holes in the walls, floors or other structures. Blue painter's tape is the only adhesive permitted in the building. Rice, birdseed, confetti, glitter, silly string, fireworks or sparklers may not be used anywhere on the premises. Without exception, safe glass containers must surround all candles or flame sources. Any trash or recycling that does not fit into the provided dumpsters is the responsibility of the renter to remove.

### **During the Event**

Due to the site's proximity to residential areas, music/noise levels will be controlled and maintained at a level set by building management. All music must be turned off by midnight, unless otherwise approved by Alaska Arts Southeast staff. Small children and youth must be supervised at all times by responsible adults. Persons attending events must confine themselves to the rooms assigned to their use. All persons attending any event shall vacate the premises no later than one half hour after the conclusion of the event.

### **Conduct**

All persons attending an event on Campus will abide by the policies of AASE for the Campus. AASE staff may end an event and ask all persons to leave if conduct is disorderly.

### **Renter's Property**

Renter's valuables and equipment must be removed at the conclusion of the event. AASE resumes no responsibility for any property not removed immediately after the event. Renter will be billed for extra hours if equipment or supplies is left in building.

### **Charge Period**

Rent is charged for the time reserved, plus any additional time before or after the reserved time that the group is in the room or building. Renters should include enough setup and cleanup time in their rental request. If additional time is required, further charges will apply.

### **Other Services**

AASE can provide other services and amenities including catering, A/V support, registration, decoration, set-up. Campus amenities include AV equipment, tableware, internet, etc. The Campus's commercial kitchen is available for rent to approved food and beverage providers. All food providers must conform to *Alaska State Food Safety and Sanitation* regulations.

### **Force Majeure**

No party shall be responsible for damages due to acts of God (such as tsunamis, earthquakes, flooding), fire, government restrictions (including the denial or cancellation of any export or other necessary license), wars, civil disturbances and/or any other cause beyond reasonable control. Should the renter's event be cancelled, postponed, or otherwise adversely impacted as a result of a force majeure event, there shall be no refunds for payments already received by AASE, but AASE will use all reasonable efforts to work with the renter to have the event at a later date if necessary, subject to availability. Additional costs may be incurred.

**For questions or concerns please contact our Campus Event and Rentals Manager by email at [rentals@fineartscamp.org](mailto:rentals@fineartscamp.org) or by phone at 907-747-3085.**

## AASE OUTSIDE VENDOR AGREEMENT:

Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Food

Alcohol

Decorations/ Other

Do you have a valid catering permit?  Yes: Permit/ License #: \_\_\_\_\_  No

Do you have a valid Liquor License?  Yes: Permit/ License #: \_\_\_\_\_  No

*The above named vendor hereby agrees and covenants with ALASKA ATS SOUTHEAST, INC to wit:*

1. Vendor will be responsible for supply, transport, set-up, and clean-up of all outside items brought into space including as follows:
  - Will bring their own tables, tablecloths, chafing dishes, signage, cups, plates, silverware, food, drinks, change for cash bar, towels, sound equipment, etc:
    - If vendor would like to request items to be borrowed from AASE, arrangements must be made at least three (3) days prior to event.
  - Will remove all empty bottles from space
  - Will remove all trash, including unwanted packaging, and empty it into large dumpster outside of Allen Hall (if dumpster is full, trash must be taken off campus to disposal center).
  - Will sweep and mop area used, if necessary (to be determined by on-site supervisor).
  - AASE will provide a broom and a mop, but will not provide cloths or towels.
  
1. Vendor is liable in the case of any accident pertaining to or directly caused by vended

items, including alcohol.

1. Vendor is responsible for maintaining clean, safe, and professional environment around their space. Responsibilities of vendor include cleaning up spills, consolidating electrical cords, and ensuring sufficient space for guests to navigate area. Vendor is liable for any accidents caused by failure to do so.
1. Vendor is responsible for upholding all campus policies throughout contracted event, including tobacco policy. (For a complete list, visit [fineartscamp.org](http://fineartscamp.org)).
1. Vendor may utilize the fire lanes and loading docks for ACTIVE loading and unloading only, during pre-arranged setup and cleanup times for the event. All vehicles must be parked away from these areas (at Hames Center) during the actual event; NO EXCEPTIONS.
1. Vendor is responsible for “checking out” of the space with AASE on-site supervisor to ensure that all responsibilities have been taken care of, before leaving the site.

Signed,

\_\_\_\_\_  
Vendor Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
AASE On Site Supervisor

\_\_\_\_\_  
Date