



SERRC Facility Rental Rates

SERRC's Anchorage and Juneau office buildings offer conference rooms for meetings and presentations. Our Juneau location also offers a computer lab fully stocked with 22 Mac mini dual boot computers. Technical equipment, including multi-media projectors, is available to rent in both locations.

Facility Rental Fees

\$150 / day for non-profits, school districts and governmental entities

\$250 / day for all other companies and organizations

\$63.33 / hour for technical assistance

\$63.33 / hour for administrative assistance

Day time rental hours are from 8 a.m. – 5:00 p.m.

Juneau Computer Lab

Capacity: seats up to 23 people

Equipment:

- 23 Mac mini dual boot computers (Windows 7 and OSX)
- Large-screen display
- Windows/Mac Presenter Computer
- VGA/DVI input
- Black and white laser printer

Juneau Conference Room

Capacity: seats up to 18 people

Equipment:

- Video conferencing
- Audio conferencing
- Large-screen display
- Apple TV
- Mac Presenter Computer
- VGA/HDMI/DVI input

Juneau Classroom

Capacity: seats up to 20 people

Equipment:

- Large-screen display
- Apple TV
- Mac Presenter Computer
- VGA/HDMI/DVI input



Anchorage Conference Room

Capacity: seats up to 20 people

Equipment:

- Video conferencing
- Audio conferencing
- Large-screen display
- Apple TV
- Mac Presenter Computer
- VGA/HDMI/DVI input

SERRC Technical Equipment

Technical equipment is available to rent in both the Anchorage and Juneau offices. Please call for availability.

- Multimedia projectors

\$15 / day for non-profits, school district, and governmental entities

\$25 / day for all other companies and organizations

Renter is responsible for any damage or loss of equipment. Damage waiver and rental agreement must be signed and accepted.



Facility Use Agreement and Technical Equipment Agreement

Name of Renter:
Business Name:
Address:
Telephone Contact:
Fax Contact:

Today's Date:
Requested Rental Date(s):
Time Requested:
Email Contact:

Please provide a brief description of the activity:

FACILITY USE AND TECHNICAL FEE(S)

Please circle appropriate fee(s)

ROOMS & EQUIPMENT	Non-profit / Government/ School District	For-Profit Fee(s)
Juneau Computer Lab	\$150/day	\$250/day
Juneau Conference Room	\$150/day	\$250/day
Juneau Classroom	\$150/day	\$250/day
Anchorage Conference Room	\$150/day	\$250/day
Multi Media Projector	\$15.00	\$50.00
Technician/per hour	# of hours ____ x \$63.33 \$475.00 per day	# of hours ____ x \$63.33 \$475.00 per day
Administrative Assistant/per hour	# of hours ____ x \$63.33 \$475.00 per day	# of hours ____ x \$63.33zx \$475.00 per day

Please read the following statements and sign below.

- ❖ Do not remove any furnishings from rooms or material on walls.
 - ❖ Tidy rented room and place furniture back in the same order as it was before rental.
 - ❖ No alcoholic beverages or smoking allowed on the premises.
 - ❖ If there is any reported damage or loss to the building or equipment, renter is responsible for repair or replacement of damaged item(s)
 - ❖ Rented equipment must be returned to the SERRC TechOps Department within 24 hours after rental.
 - ❖ A SERRC Administrative Assistant is required to assist for all after-hours room rentals
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Renter's Name

Renter's Signature

Date

SERRC Representative Name

SERRC Representative Signature

Date

