

# **HARRIGAN CENTENNIAL HALL POLICIES**

## **General Rules Which Apply To All Use Of The Harrigan Centennial Hall**

The Harrigan Centennial Hall is a public facility for the benefit of the community, including social, cultural, and economic usage.

1. Use of the building is on a reservation basis - - first come, first served - - except priority usage and also subject to appeal through the Building Manager. Building Manager reserves the right to make suggestions and to place the group in the appropriate room size for the size of the group and to move the group to a smaller room if the group size decreases from the original booking.
2. Any user of the building shall be responsible for any damage that may occur during their use of the building, and shall either pay for the damage or repair it to the satisfaction of the Building Manager who may call upon the Director of Public Works if necessary. To avoid any damage or defacement all users must check with the building staff prior to affixing anything to the walls, floor or ceiling.
3. Alcoholic beverages may be served and consumed in the building for limited specific hours. Each specific period of time shall be approved by the Harrigan Centennial Hall Manager prior to the event. 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.
4. The Harrigan Centennial Hall is a non-smoking building.
5. The City and Borough of Sitka will not be responsible for any personal equipment being used or stored in the building by any user. All equipment storage must be approved with the Building Manager.
6. The Harrigan Centennial Hall will not be open to the public without a paid Centennial Staff member or person designated by the Building Manager. Such Designee must have a prearranged agreement and bond.
7. The Building Manager may make additional rules to cover special uses. If of a general continuing nature, they shall be reduced to writing. Any such rules may be appealed to the Municipal Administrator.

# **HARRIGAN CENTENNIAL HALL RATES, HOURS, AND DEPOSITS**

## **RESERVATIONS AND DEPOSITS**

1. All reservations for use of the building are to be booked through the building staff.
2. Each use of the building requires a separate reservation. If a user makes a reservation and fails to show, a regular fee plus a building overhead fee will be charged. A reservation deposit will be required after a user has failed to show for a previous event.
3. Events scheduled more than six months in advance may be pre-empted for convention priority and cancellation are done by the Building Manager.
4. All damage deposits shall be paid prior to use of the building.
5. Users are required to keep the Building Manager informed as to detailed plans or changes of plans, and are to check with the Building Manager not less than two days before a scheduled event to make arrangements for seating and equipment that may be needed.
6. Traditional uses that are related to certain dates or seasons each year may have ongoing priority use of the facility. Those traditional priority users or uses are; Alaska Day Festivities, Catholic Church Advent Mass, Easter Sunrise Service, New Archangel Dancers, Sitka Summer Music Festival, and Sitka Prevention and Treatment Services Christmas Bazaar.
7. Reservations are limited to thirteen (13) months in advance with exception of priority users and conventions.

## **CANCELLATIONS**

A refund of fees paid will be made if notice of cancellation of a reservation is given twenty-four (24) hours in advance, and such cancellation did not result in a revenue producing activity being denied use of the building. The Assembly of the City and Borough of Sitka reserves the right to refuse use of the building to anyone at anytime. Reasonable efforts will be made to honor reservations. If the Building Manager cancels a reservation, all deposits or fees paid shall be refunded.

## **BUILDING DAMAGE DEPOSIT**

For use of the auditorium by any user group, a refundable damage **deposit of \$200** shall be made to the Building Manager or designee. This deposit does not include the kitchen use deposit.

## **KITCHEN DEPOSIT**

If food is prepared by any user group in the kitchen, a refundable clean-up/damage **deposit of \$150** will be required. The kitchen must be cleaned in accordance with the Alaska Department of Environmental Conservation regulations. The kitchen will be inspected after the event. If the kitchen is not cleaned in accordance with these rules, the Building Manager will notify the user immediately and give them the option of returning to complete the clean up, or forfeit sufficient funds from the deposit to accomplish the work to the satisfaction of the Building Manager. If any equipment from the kitchen is missing or damaged, the user will be charged for the replacement value of the item and the amount will be deducted from the deposit. If the deposit is not adequate the user will be billed for the balance.

## **BUILDING HOURS**

### **NON-FEE PAYING USES, FREE USE HOURS**

- 8 A.M. to 10 P.M., Monday through Friday
- Saturday hours, May 1 through October 1, 8 A.M. to 5 P.M.
- Saturday hours, October 2 through May 1, 10 A.M. to 4 P.M.
- In addition the building is normally open while cruise ships are in town.
- A General Use rate will be charged for use outside these hours.

### **FEE PAYING USES**

- Every day 8 A.M. to Midnight
- Each use outside these hours shall be subject to an additional fee of \$50 per hour to cover building overhead.
- The building is normally closed on HOLIDAYS, except for reserved paid rental use. In this case, a fee of \$50 per hour shall be charged in addition to the regular fee with the minimum charge of two hours to pay for building overhead.

## **REHEARSALS FOR EVENTS HELD ON PREMISE**

There is no charge for rehearsals or set ups as long as they are within regular hours, but a revenue producing activity takes precedence over a non-revenue activity. If a fee paying event requests use of the auditorium during a non-fee paying rehearsal, the non-fee paying rehearsal will be given the option of paying the General Use Rate or giving the room up. Any rehearsal for events held offsite will be charged the General Use Rate.