



Thank you for choosing to use Challenge Alaska Keil Center for Adaptive Sports & Therapeutic Recreation. Challenge Alaska is a nonprofit organization improving the lives of people with disabilities, their families and the whole community through adaptive sports, therapeutic recreation and education. All fees collected from the use of the Keil Center are used to cover the costs of operation for the facility.

The Keil Center is located at 426 Crystal Mountain Drive (at the top) in Girdwood, Alaska. It is situated at the base of Chair 3 of Alyeska Resort, which provides a beautiful location for group functions. The facility is 4,685 square feet; upper level 3,225, lower level 1,460. The upper level has a maximum capacity of 100 persons.

Upon entering the facility there is a foyer which may be used for registration or as a small break out room for training. You may take the stairs or the elevator to the second floor where you are greeted by a spectacular view. The “Great Room” has a stone fireplace flanked with 20-foot windows on either side and is surrounded by an exterior deck. It is perfect for large meetings, parties and special events and can accommodate 100 people standing, 75 seated (without tables) 60 people seated at tables.

The “Great Room” includes a spacious kitchen and restrooms. Furniture available in the “Great Room” includes 1 large table that seats 12, comfortable chairs, couches, and a TV. The kitchen area has an oven, microwave, sink and refrigerator. The men and women’s restrooms are equipped with double sinks and 2 fully accessible toilet stalls.

Please take time now to review your paperwork. To ensure a successful event make sure you have turned in your insurance information, paid your fees and checked out a key.

If there are any issues during your stay that occur before or after regular Challenge Alaska Office Hours, please call:

May 1 to November 30: Beth Edmands-Merritt, CEO 907-301-3641, beth@challengealaska.org
December 1 to April 30: Jeremy Anderson 907-529-8677, jeremy@challengealaska.org

Keil Center for Adaptive Sports & Therapeutic Recreation Facility Use Fee Schedule

Facility Use Fees:

Great Room

With Non-Profit Status

½ Day (a.m. or p.m.)
\$650.00

Full day
\$1300.00

Without Non-Profit Status

½ day (a.m. or p.m.)
\$750.00

Full day
\$1,500.00

Great Room and Downstairs Bunk Area

With Non-Profit Status

½ Day (a.m. or p.m.)
\$750.00

Full day
\$1,500.00

Without Non-Profit Status

½ day (a.m. or p.m.)
\$850.00

Full day
\$1,700.00

Security Deposit:

Required to reserve the facility. Must be done by credit card. May be returned upon satisfactory return of keys and receipt of no additional charges from the security or alarm companies. **With or Without Non-profit Status: \$100.00**

Use of the office areas and loft are expressly prohibited! Any group found to be using them will be IMMEDIATELY ejected from the facility and not entitled to a refund.

Cleaning/Damage Deposit:

Required for cleaning and damage.

May be refunded based on inspection for damage and cleaning. **All garbage must be removed from the premises. With or Without Non-Profit Status: \$200.00**

Proof of insurance naming Challenge Alaska as an additional insured is required. See next page for details.

DESCRIPTION OF FACILITIES:

Challenge Alaska provides: Electricity, stove, oven, microwave, sink, refrigerator, restroom facilities, tables, chairs, couches.

User Supplies: Tables, chairs, paper products (plates, cups, napkins, paper towels, toilet paper), condiments, beverages, garbage bags, all cleaning items (vacuum, mop, bucket, etc), utensils (forks, knives and spoons), food, all sleeping gear, personal gear and recreational or programmatic gear/supplies.

Challenge Alaska maintains the right to refuse rental of the Keil Center for Adaptive Sports & Therapeutic Recreation to any person or group who refuses to abide by or violates the rules and regulations of the facility.

Keil Center for Adaptive Sports & Therapeutic Recreation

RULES AND REGULATIONS

Leadership Responsibilities: The signature officer must be the responsible officer of the group and is ultimately responsible for the group's use of the facility, as well as cleaning the facility at the end of the rental.

The leader of the user group will contact the designated Challenge Alaska representative when he/she arrives and departs the facility.

Facility use is limited to the stated purpose(s) for which the use was granted. **Other uses are prohibited.** It is the responsibility of the user group's leader to work with the designated Challenge Alaska representative regarding the schedule of use.

Prohibited On Facility Property: Possession or use of illicit drugs, possession or use of alcoholic beverages by minors, possession of firearms, gambling by any user group without the proper charitable gaming license on the site, smoking inside the building or on Challenge Alaska property, or any other use that might lead to the loss of Tax Exempt Status for Challenge Alaska. Any violation of these prohibitions will result in termination of the contract, with loss of all deposits and payments.

Parking: Users should park in the designated parking areas only. All road parking is expressly forbidden. If parking lots cannot accommodate all of your needs, contact the designated Challenge Alaska representative for information as to where to park overflow vehicles.

Campfires: All campfires/fire pits are forbidden on the facility grounds.

Fireplace: Fires in the fireplace are prohibited, unless expressly arranged and spelled out in this agreement.

Use of Kitchen Facilities: Damp mop the floor every day. Clean all surfaces with a solution of bleach and water after each meal. Follow the printed directions for the use of any appliances. A responsible person should supervise the kitchen during each use. All trash must be securely bagged and removed from the premises.

Alarm System: If the alarm is set off, inadvertently or on purpose, the group will be charged a \$100.00 shut off fee. To avoid the fire alarm being set off, **ALWAYS** use the hood fan in the kitchen while cooking.

Pets & Animals: All pets and animals are strictly forbidden in the facility. All natural wildlife should be left completely alone.

Damaged Furniture, or Appliances: Any damage done to furniture, equipment or appliances in the facility should be reported to the facility manager immediately. The user group assumes responsibly for the repair or replacement of any damage done, other than normal wear and tear during the course of normal use.

**Facility Use Agreement
Challenge Alaska
Keil Center for Adaptive Sports & Therapeutic Recreation**

The User Group Agrees to the following CONDITIONS by initialing by each item:

- _____ A. Proof of Liability Insurance must be on file with the Challenge Alaska Main Office, located at 3350 Commercial Drive Suite, #208 Anchorage, AK 99501, prior to the use of the facility. Liability coverage limits must be a minimum of \$1,000,000. And Challenge Alaska, must be added as an additional insured under the Policy.

- _____ B. If within fourteen days prior to the reserved rental date(s), the group cancels their reservation, the group forfeits its deposit.

- _____ C. Challenge Alaska reserves the right to cancel this contract at any time, without notice, for emergency purposes or in the case of disaster. Challenge Alaska's liability, in such a cancellation, will be limited to the return of the deposit. The user group agrees to assume responsibility for any additional costs that such a cancellation may cause to incur.

- _____ D. The user group shall defend, indemnify and hold harmless Challenge Alaska, Disabled Sports USA and Alyeska Resort, their chartered affiliates, agents, employees, officers and directors, collectively referred to as "Challenge Alaska," from any and all damages, costs and expenses including, but not limited to; attorney fees, reasonable investigative and discovery costs, court costs and all other sums which they may pay, or become obliged to pay, on account of any and all claims or causes of action, arising or alleged to have arisen out of the user groups use of real or personal property belonging to Challenge Alaska, or by any action or omission by the user group or any of its members or agents, regardless of the whether such claim or cause of action is based on the conduct or omission by Challenge Alaska which is, or is alleged to be, negligent or otherwise wrongful or improper.

- _____ E. The total facility use fee is DUE, IN FULL, AT TIME OF RESERVATION. The user group agrees to pay for the damages to the facility or Challenge Alaska's personal property other than normal wear and tear.

- _____ F. Any accident, illness, or first-aid treatment must be reported to the Challenge Alaska designated representative the day it happens. The facility does not provide medical insurance.
- _____ G. The user group agrees to read and adhere to the Rules & Regulations of the Keil Center for Adaptive Sports & Therapeutic Recreation (attached). A Challenge Alaska designated representative will be the authority on all matters affecting this agreement and represent all matters to the Challenge Alaska CEO.
- _____ H. Only the persons holding license and/or permits required by law may provide sales of food, beverages and alcohol. Copies of the permit must be provided to Challenge Alaska, prior to the scheduled facility use.
- _____ I. The user group expressly acknowledges its knowledge and awareness that the facility it is using was designed for use by Challenge Alaska for Challenge Alaska programs. **The user group, is using the facility “as is,”** and assumes all responsibility that the facility is not properly designed or maintained for the use to which the use group will put the facility. By signing this facility use agreement the user group representative assumes responsibility on behalf of the user group to inform all persons using the facility or present on the facility grounds (users) during the term of this agreement that Challenge Alaska is not responsible for any injuries incurred on the facility premises. The use group assumes all responsibility for any injuries, to users, and agrees to indemnify, defend and hold harmless Challenge Alaska, Disabled Sports USA and Alyeska Resort.
- _____ J. Serving alcoholic beverages is prohibited unless it is expressly agreed to within this agreement and it is acknowledged in the user’s insurance provided to Challenge Alaska.
- _____ K. **Use of the shop, office areas and loft are expressly prohibited!** Any group found to be using them will be IMMEDIATELY ejected from the facility and not entitled to a refund.
- _____ L. **Cleaning of the facility upon completion of rental:** It is your responsibility to clean the facility during your rental and upon completion of the rental. All trash must be taken off property and discarded or \$200 fee will be charged. When CA staff provides the building walk through you will be given a cleaning description. If the building is not returned in a clean and organized setting, then you will be charged accordingly from your deposit.

The Keil Center for Adaptive Sports & Therapeutic Recreation is owned and operated by Challenge Alaska, which is a non-profit organization operated by a board of Directors.

Signature of Acceptance: The duly authorized member of the rental group is to sign and date this contract in the spaces provided and return the contract to:

May 1 to November 30:

Challenge Alaska Main Office, 3350 Commercial Drive Suite, #208 Anchorage, AK 99501,
(FAX 344-7349) or email beth@challengealaska.org.

December 1 to April 30:

Challenge Alaska Girdwood Chalet

Physical address: 426 Crystal Mountain Road. Girdwood, AK 99587.

Mailing address: PO Box 1166. Girdwood, AK 99587

Please Email ALL Paperwork & Insurance to: Jeremy@challengealaska.org

Your signature indicates that you have read and agree to comply with all the terms and conditions of this contract and Rules and Regulations of Challenge Alaska's Keil Center for Adaptive Sports & Therapeutic Recreation, which rules and regulations are hereby incorporated into this contract.

_____/_____/_____
(Rental Group Representative) (Title) (Date)

The CEO or his/her designee will sign and return a copy of the contract to the rental group.

_____/_____/_____
(Facility Use Manager either Jeremy Anderson or Meredith McDaniel-Stroh) (Date)

Challenge Alaska Keil Center for Adaptive Sports & Therapeutic Recreation Facility Use Agreement

(Use Group Name) (Contact Person)

(Mailing Address) City) (State) (Zip Code)

(cell phone) (Home Phone) (work phone) (email)

Use Dates

Requesting use for _____
(Month) Date(s) Time(s) (Year)

Requesting Use of Great Room Great Room and Downstairs Bunk Area

Reason for use: _____

Fee	Total
Rate	\$ _____
Security Use Deposit	<u>\$100</u>
Cleaning/Damage/ Deposit	<u>\$200</u>
Total Due	\$ _____

Total due must be paid in full at time of reservation. Proof of insurance due at least 14 days before facility use. Failure to provide proof of insurance nullifies this reservation.

For office use only:

<input type="checkbox"/> Completed forms	<input type="checkbox"/> Amount Due Received	<input type="checkbox"/> Proof of Insurance (attached)
<input type="checkbox"/> Key issued	<input type="checkbox"/> Key returned <input type="checkbox"/> Building inspected	<input type="checkbox"/> Refund if any issued (proof attached)

Challenge Alaska designated representative

Signature: _____ Date: _____