

APPLICATION PACKET

For Use Of The

DAVID SALMON TRIBAL HALL (DSTH)

This packet must be completely filled out BEFORE any reservations are made for the David Salmon Tribal Hall (DSTH).

We will not be able to book the DSTH and guarantee it is secure for your event, without the following items:

-Application,

-Fees (if applicable)

-Cleaning Fee

Once the event has been completed, User must contact Security 907-452-8251 ext. 3333 before leaving the premises, they will inspect the hall and lock up.

If at any time you have any questions about the DSTH, please feel free to contact TCC Admin Department on the 6th floor.

****CLEANING FEE CANNOT BE WAIVED****

DO NOT RETURN APPLICATIONS TO SECURITY.

PLEASE RETURN APPLICATION IN TO THE 6TH

FLOOR RECEPTION DESK.

Funerals and memorial services have first priority in the use of the Tribal Hall, even if another event was booked first for the same date and time. No advance notice is required to reserve the Tribal Hall and these events will not be charged a rental fee, but are subject to the cleaning fee requirement.

Hardship fundraisers are very important to the Native community and TCC understands their benefits to the families-in-need. "Hardship" is defined as a death in the Native community, an immediate medical emergency in which the family must travel to Anchorage or Seattle, or a search and recovery effort.

a. Hardship fundraisers do not take priority over ("bump") other previously scheduled events and may be canceled or postponed at the discretion of TCC only for funerals and memorial services. TCC will make every effort to accommodate hardship fundraisers if the preferred time and date is not available.