Chief David Salmon Tribal Hall Application Packet

122 1st Ave, Suite 600 | Fairbanks, AK 99701
907-452-8251 ext. 3300

Reservation Requirements

To request use of the Chief David Salmon Tribal Hall (Tribal Hall) at the Tanana Chiefs Conference (TCC), this application packet must be completed in its entirety and submitted before any reservation can be confirmed.

Executive Administration cannot reserve or guarantee availability of the Tribal Hall until all required items have been received, including:

- Completed Application
- Rental Fees (if applicable)
- Required Cleaning Fee

Please note: The cleaning fee is required and cannot be waived or refunded.

Application Submission

Do not return applications to Security.

Completed application packets must be submitted to:

TCC Executive Administration
Chief Peter John Tribal Building
122 1st Avenue, 6th Floor Reception Desk
Fairbanks, Alaska 99701

For questions regarding the Tribal Hall, please contact Executive Administration at (907) 452-8251 ext. 3300.

Event Completion Procedures

At the conclusion of your event, the event organizer must contact Security at (907) 452-8251 ext. 3333 before leaving the premises. Security staff will conduct a final inspection of the facility and secure the Tribal Hall.

Event Priority Policy

Funerals and memorial services receive the highest priority for use of the Tribal Hall. As a result, these events may take precedence over previously scheduled reservations for the same date and time.

- No advance notice is required to reserve the Tribal Hall for a funeral or memorial service.
- Funerals, memorial services, and hardship fundraisers are exempt from rental fees.
- The required cleaning fee still applies and cannot be waived or refunded.

Hardship Fundraisers

TCC recognizes the importance of hardship fundraisers in supporting families and communities during times of need.

For purposes of this policy, a hardship includes:

- A death within the Alaska Native community
- An immediate medical emergency requiring family travel to Anchorage or Seattle
- A search and recovery effort

Scheduling of Hardship Fundraisers

Hardship fundraisers do not take priority over previously scheduled events and will not displace existing reservations. However, TCC will make every effort to accommodate these events when possible.

Hardship fundraisers may only be canceled or postponed by TCC to accommodate a funeral or memorial service.

Tanana Chiefs Conference

Chief David Salmon Tribal Hall Rental Application

122 1st Ave, Suite 600 | Fairbanks, AK 99701
907-452-8251 ext. 3300

Please Complete All Fields:

Your Name: _____

Person Paying Cleaning Fee (if different than above): _____

Complete Mailing Address with City, State, and Zip Code: _____

Phone #: _____

Email Address (if any): _____

Date(s) of Use: _____

Hours of Use: _____

Nature of Event and Attendance: _____

Who is Responsible for Minors? _____

Notes:

- **All dishes, tables, and chairs must be properly cleaned and put away. The cleaning fee is non-refundable. The cleaning fee is $300.**
- **Notify Security once the event is over and prior to lesaving the Tribal Hall.**
- **Animals, other than service animals, are not allowed in the Tribal Hall.**

Your signature is your acknowledgement that you have read, understand, and agree to the Terms and Conditions for the use of the Tribal Hall.

Signature of User: _____ Date: _____

FOR ADMINISTRATION USE

Approved: ( ) Yes ( ) No

Rental Fee $: _____ Rental Fee Receipt #: _____

Cleaning Fee Receipt #: _____ ( ) Cash $: _____ ( ) Check #: _____

TCC Employee
Receiving Payment: _____ Date: _____

Tanana Chiefs Conference

Chief David Salmon Tribal Hall
User Terms and Conditions

122 1st Ave, Suite 600 | Fairbanks, AK 99701
907-452-8251 ext. 3300

Please read these terms and conditions carefully.

1. The Chief David Salmon Tribal Hall (Tribal Hall) was built to provide a facility for traditional Athabascan uses that bring the Native community together. It will be used in a manner that reflects the Athabascan culture and values.

2. Use of the Tribal Hall is for Native individuals, the spouses of Native individuals, the parents of Native children, and organizations for the benefit of the Native community.

3. The Tribal Hall is a drug, alcohol, and tobacco free facility. Individuals and organizations disregarding this policy will be expelled immediately and not be allowed to use the Tribal Hall for future events.

4. To use the Tribal Hall, an completed application, cleaning fee payment, and rental fee payment (if required) must be submitted to the Tanana Chiefs Conference (TCC) Administration via email at TCC_administration@tananachiefs.org or in person with the Receptionist on the 6th floor of the Chief Peter John Tribal Building at 122 1st Avenue, Fairbanks, Alaska in accordance with these terms and conditions. Please contact TCC Administration at (907) 452-8251 ext. 3300 for the Tribal Hall application or visit https://www.tananachiefs.org/david-salmon-tribal-hall-rental-policies-and-application/.

5. All Tribal Hall events are open to the community. Users may not expel or exclude individuals from the event. TCC Security can expel or exclude individuals if they are being disruptive or breaking the drug, alcohol, and tobacco policy, or these terms and conditions.
    a. Users may request, in writing and at least 5 days prior to the day of event, that their event be closed to the public. User shall explain, in writing, why the event must be closed and TCC Administration will make a decision within three days of receiving the request.

6. The Tribal Hall rental fee rates in a 24-hour period are as follows:
    a. Up to five hours: $375
    b. Five to nine hours: $575
    c. Nine or more hours: $875

7. 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.

8. Hardship fundraisers are important to the Native community, and TCC understands its 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.

b. Hardship fundraisers do not require advanced notice in order to reserve the Tribal Hall and will not be charged a rental fee but are subject to the cleaning fee.

c. It is expected that all proceeds of hardship fundraisers will benefit the families-in-need.

9. All other non-funeral, non-memorial service, or non-hardship fundraiser events must be booked at least one (1) week prior to the event. Priority of these events is booked on a "first come, first booked" basis. The rental fee and cleaning fee must be paid within three (3) business days of the scheduled event. These events may be canceled or postponed at the discretion of TCC only for funerals and memorial services.

10. All non-funeral, non-memorial, or hardship fundraiser events require the User to understand and agree that their event may be vacated or postponed only for funeral and memorial services. TCC strives to ensure these events are not cancelled or postponed. However, in the instance where a funeral or memorial service takes priority over another planned event, User agrees to hold TCC harmless for any and all expenses, fees, costs, and losses, of any nature, that User may suffer as a result of the cancellation or postponement of use of the Tribal Hall.

11. All events, including funeral and memorial services, may be canceled or postponed in the event of a natural disaster, catastrophic event, act of God, or any other event that requires the Tribal Hall to be used as an emergency shelter, staging area for emergency response, or any other use that TCC deems necessary and appropriate. User agrees to hold TCC harmless for any and all expenses, fees, costs, and losses, of any nature, that User may suffer as a result of the cancellation or postponement of use of the Tribal Hall.

12. If an event is cancelled, TCC will refund the rental and cleaning fees via check.

13. All Users must be over 21 and accept responsibility for the conduct of all persons attending the event. If the User leaves at any time during the event, he/she MUST designate responsibility to another adult and inform the TCC Security Guard at (907) 452-8251 ext. 3333.

14. The User is responsible for any and all damage done to the Tribal Hall, its equipment, or the loss of such equipment. Any damage or breakage must be immediately reported to the TCC Security Guard at (907) 452-8251 ext. 3333.

15. The User assumes all liability for injury to person(s) or damage to property arising out of their use of the Tribal Hall. The User shall indemnify and hold harmless TCC, its employees, agents, officers, and directors for any claims arising out of an act or omission of any nature whatsoever by User and User's guests causing damage to any person or property in the use of the Tribal Hall. User shall pay TCC for all damages and costs caused by User's event.

16. All fees must be paid prior to the event unless a purchase order (P.O.) has been issued. Credit Cards are not accepted. All checks must be made payable to Tanana Chiefs Conference.

17. The User will be responsible for providing firewood, building fires, and preparing the Tribal Hall for occupancy. TCC is not responsible for arranging and preparing the tribal hall for the User.

18. Regardless of whether the Tribal Hall fees were waived, all users will have a cleaning fee of $300. Users are asked to clean and put away all the dishes and put up all the chairs and tables.

19. An inspection of the Tribal Hall will be completed by the TCC Security Guard after each event.

20. Any special equipment, sound systems, microphone, stage, etc., must be requested at least five (5) days prior to the event. The equipment must be “signed out” and “signed in” by TCC Security.

21. The User is not permitted to use the meat room or any TCC equipment in the meat room.

22. Events must end by 11:59 p.m., the day of the event. Requests for extended hours are to be made to TCC Administration.

23. Due to the Department of Environmental Conservation (DEC) Regulations, User may not charge for food prepared in the Tribal Hall.

24. The Tribal Hall shall not be used as sleeping quarters.

25. Animals, other than service animals, are not allowed in the Tribal Hall.

26. A non-refundable cleaning fee of $300 will be charged for each use of the Tribal Hall and is payable directly to the designated cleaning service provider. The cleaning fee will only be refunded if the event is canceled prior to the scheduled use of the facility.

27. Cleaning fees are separate payments from rental fees.

28. The cleaning fee needs to be paid per event, when multiple events are scheduled.

Tanana Chiefs Conference

Chief David Salmon Tribal Hall Cleaning

122 1st Ave, Suite 600 | Fairbanks, AK 99701
907-452-8251 ext. 3300

The following duties are required by the individual(s) to be conducted after an assigned event(s) is concluded. After completion of the duties below, contact TCC Security at (907) 452-8251 extension 3333 for inspection and signing of the inspection checklist.

- Tribal Hall
  - Tables and chairs wiped clean and stored properly
  - Kitchen counters scrubbed clean
  - Stovetops and ovens cleaned properly
  - All dishes cleaned and stored
  - Food removed from the refrigerator and the interior cleaned
  - Personal cooking/serving pieces removed from the Tribal Hall
  - ALL windows closed and locked

NOTE: No personal items will be left outside of the Tribal Hall. Personal items will not be allowed to be stored inside of the Tribal Hall, unless authorized by TCC Executive Administration. All personal items left behind may be removed by TCC staff.

For cleaning, TCC Executive Administration uses HD Cleaners.