



Alaska Housing Finance Corporation
Training/Board Room Agreement

Training/Board Rooms Available:

Training/Board Rooms are located on the 1st Floor of the AHFC headquarters building at 4300 Boniface Parkway, Anchorage, AK. Rooms are available to the eligible users adhering to the rules and guidelines outlined below, during normal office hours Monday through Friday, except holidays, no earlier than 8:30 a.m. to 5 p.m.

Purpose of Room Use:

1. Rooms are primarily for AHFC usage. Rooms may be used by other organizations, state or local governmental entities & non-profit organizational entities only if there are vacancies on the calendar no more than 60 days in advance. Use of the room shall not adversely affect the needs or services of the Corporation.
2. Use of a meeting room by a group is not necessarily an endorsement of that group or its views of the Corporation.
3. Use of meeting rooms is limited to meeting events that support the Corporation's mission to "provide safe, quality and affordable housing to Alaskans", i.e. home mortgage training, home energy efficiency training, health & social service agencies and/or other State of Alaska entities.
4. Fundraising events or any type of solicitation is not allowed.
5. Political events are strictly prohibited.
6. Fee based events considered on a case-by-case basis.

Training Room/ Board Room:

1. Training Room #1 Room Capacity: 31 chairs at tables arranged in classroom style.
2. Training Room #2 Room Capacity: 30 chairs at tables arranged in classroom style.
3. Board Room A Room Capacity: 19 chairs at tables arranged in classroom style and 23 chairs without tables.
4. Join Training Rooms #1 and #2 Capacity: 61 chairs at tables.
5. Join Training Rooms #1, #2 and Board Room Capacity: 80 chairs at tables.

Event Name: _____ Event Date: _____

Equipment available:

- Podiums
- 55" LCD Monitor – For presenting from laptop/HDMI input, no television service
- Projector & Screen – For presenting from laptop/HDMI input
- Laptop Computer – HDMI input for Non-AHFC devices/users
- Wireless Microphone (handheld or belt-clip/lapel)
- Room-wide audio for laptop/HDMI input and wireless Microphone
- Teleconferencing – Speakers, room microphone and dial out capabilities
- Wi-Fi

Reservations:

1. Scheduling is on a first-come, first-served basis via email conferencecenter@ahfc.us . However, Corporate and Board activities have priority in scheduling the rooms. The Corporation reserves the right to change or cancel any activity.
2. Use of a meeting room is free of charge.
3. Users should apply in advance, via email conferencecenter@ahfc.us , to confirm availability. All (outside) organizations must fill out the Training/Board Room Request Form prior to use of a meeting room.
4. Advance booking may be requested up to a maximum of 60 days in advance of the event.
5. The Corporation must be notified of any cancellation or change to the original application at least three days in advance of the event. Failure to notify the Corporation of a meeting cancellation or abuse of meeting room privileges may result in the denial of permission to that group in the future.
6. The use of a meeting room may be denied if a previous activity sponsored by the user resulted in violations of the policies in effect at the time of use

Responsibilities:

1. All users shall abide by the Board Room User Agreement. Users are responsible for meeting all requirements of Federal, State, and Municipal ordinances that may apply. No individual or group shall be treated differently because of race, religion, color, sex, national origin, age or handicap.
2. All Instructors are encouraged to review the binder located in each room, which includes: cleaning instructions, evacuation routes, fire extinguisher, first aid kit, and restroom locations, as well as how to adjust the thermostats, window blinds, and projector screens. The binder also has a room layout showing where furniture and other equipment need to be returned to their original position immediately following the event.

3. All parties are expected to adhere to the room availability hours of 8:30 A.M. to 5:00 P.M. Party members who arrive prior to 8:30 a.m. may be asked to wait until the room is ready in order to provide AHFC staff time to prepare the room. Additionally, all party members must be prepared to vacate the facilities no later than 5:00 p.m. Instructors are encouraged to allow ample time for bathroom breaks and attendees to check surroundings for belongings prior to 5:00 p.m. so that everyone is able to leave in a timely manner.
4. All technical, administrative or facility needs of the group are to be requested in advance. Request for additional needs or changes not requested in advance will be evaluated on a case by case basis. Requests made the day of the event may not necessarily be accommodated. It is the responsibility of the representative of the requesting agency to review all details prior to arrival and submit all requests and changes timely.
5. Groups using the AHFC meeting rooms are responsible for any damages occurring during the scheduled meeting time. Meeting rooms must be left in a clean and orderly condition. The Corporation may assess users for expenses incurred for clean-up and or damages. Users must check with an AHFC representative at end of event to conduct departing room inspection.
6. Meetings are to be conducted in an orderly manner and shall avoid disturbing others in the building. Children are to be supervised at all times.
7. Selling or serving of alcoholic beverages is not allowed. No smoking of any kind is allowed in AHFC buildings; a designated smoking area is located outside of the north building entrance.
8. All doors to the room(s) must remain unobstructed for safety purposes. Please consult with staff in advance of the event regarding storage of boxes or materials.
9. Parking is available on-site at no charge. Please direct participants to park in the large lot north of the building.
10. All food and beverages, including ground coffee, cups, napkins, etc., shall be provided by the participant. Vending machines and coffee maker are available on-site.
11. No pins, tape, tacks or staples are allowed in walls or ceiling.
12. The Corporation shall have the authority to impose reasonable conditions in addition to those specified, when it is deemed necessary.
13. The Corporation assumes no responsibility for items left in the meeting room or on the building property.
14. All measures necessary to ensure the safe and lawful conduct of activities, including but not limited to, crowd control measures and fire prevention, shall be undertaken and financed by the user. The user is liable for all personal injury and damages, which may occur as a result of the event activities.

Email completed form and agreement to: conferencecenter@ahfc.us