



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, 8 a.m. to 5 p.m. except holidays.

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, show evacuation routes, fire extinguisher, first aid kit, and restroom locations. 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. 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.
4. 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.
5. Selling or serving of alcoholic beverages is not allowed. No smoking of any kind is allowed in AHFC buildings, there is a smoking area located outside of the North building entrance.
6. All doors to the room must remain unobstructed for safety purposes. Please consult with staff in advance of the event regarding storage of boxes or materials.
7. Parking is available on-site at no charge. Please direct participants to park in the large lot north of the building.
8. 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.
9. No pins, tape, tacks or staples are allowed in walls or ceiling.
10. The Corporation shall have the authority to impose reasonable conditions in addition to those specified, when it is deemed necessary.
11. The Corporation assumes no responsibility for items left in the meeting room or on the building property.
12. 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

AHFC Conference Center

4300 Boniface Parkway

Training/ Board Room Request Form

Clear Form

E-mail form to:

conferencecenter@ahfc.us

Date: _____

Organization Contact Information

Name: _____

Organization: _____

Address: _____

Phone Number: _____ Email Address: _____

Name of Event: _____

Event Start Date: _____ Event End Date: _____ Number Attending: _____

Arrival Time: _____ Departure Time: _____

How does this fulfill AHFC mission to "provide safe, quality and affordable housing to Alaskans"?

Is this event open to the public? _____ Are you charging a fee? _____

AHFC Department Meeting Sponsor

Name: _____ Phone #: _____

Email Address: _____

Training Rooms

Please select from the group of available rooms:

Standard Equipment available in each room

Please select your request below:

Podium Microphone and Speakers Classroom Style Seating
 55" LCD Monitor Laptop - HDMI input for non-AHFC Wi-Fi
 Projector & Screen Teleconferencing

The undersigned representative of the organization which is applying for permission to use the training/ board room facilities has received the Training/ Board Room Agreement and agrees to abide by the policies of the AHFC with regard to such room(s).

Signature

Date

AHFC Department Representative Signature

Date

Administrative Services Use Only

Approved by Greg Rochon: _____ Date: _____

E-mail approved request form to requestor: _____ (When room has been approved.)

Training/Board Room Agreement Received: _____

Reserved Room: _____ Was room requested available? _____ Other Room: _____ Approved: _____

