
APPENDIX B – Rental Request Form

It is the policy of the Adjutant General to allow the rental of DMVA/AKARNG facilities for public use, if such rental will not conflict or interfere with official activities, scheduled or unscheduled, and such use is in accordance with the terms and provisions stated within the Facility Rental SOP and this Use Agreement. Facilities are not available for rental during regularly scheduled National Guard training assemblies, State emergencies, or other official activities. DMVA/AKARNG facilities will not be used for unlawful activities or events that promote any form of discriminatory, anti-government or anti-military beliefs. The AKARNG and its agents reserve the right to refuse the use of any DMVA/AKARNG Facility by any person or group.

FOR THE RENTER BLOCKS 1-8, 14 and Signature Block

1. TODAY'S DATE: _____

2. LOCATION AND FACILITY NAME _____

3. AREA(s) OF FACILITY TO BE USED (check all that apply):

☐ Drill Floor ☐ Kitchen ☐ Classroom ☐ Restroom ☐ Other: _____

4. RENTER INFO: ☐ Individual ☐ Commercial ☐ Non-Profit Organization
☐ Government Entity ☐ Military Member/Employee ☐ Other: _____

NAME: _____ POC (if applicable): _____

ADDRESS: _____

DAYTIME PHONE: _____ PHONE DURING EVENT: _____

EMAIL ADDRESS: _____

IF APPLICABLE:

ALASKA TAX ID NO.: _____

FEDERAL TAX-EXEMPT ID NO.: _____

NOT-FOR-PROFIT CERTIFICATION NO.: _____

5. PROPOSED USE: _____

ESTIMATED ATTENDANCE: _____

Check all that apply: ☐ Public Event ☐ Private Event (by invitation) ☐ For Profit Event
☐ Non-Profit Event ☐ Admission fee charged

6. TYPE OF USE AGREEMENT AND PERIOD OF USE:

DATE(S) OF USE: _____ TOTAL NUMBER OF DAYS: _____

DAY(S) OF WEEK: _____ HOURS OF USE: _____

START TIME: _____ END TIME: _____

7. AUTHORIZATION TO SERVE ALCOHOLIC (Appendix C): ☐ N/A ☐ Request Attached

8. EVENT BYSTANDER: An Event Bystander is required. DMVA employees or tenants of DMVA/AKARNG facilities may serve as event bystanders. It is the responsibility of the renter to provide a bystander. On JBER a Crown Manager is required and can serve as the Bystander.

Name(s): _____

Signature(s): _____

Employer(s): _____

Phone Number(s): _____

Email(s): _____

CERTIFICATE OF INSURANCE PROVIDED: ☐ No ☐ Yes, Agency _____

**FOR THE AKARNG
BLOCKS 9-13**

9. FEES: Check or Money Order made payable to STATE OF ALASKA. **Cash or Credit Card payments are not accepted.** NOTE: A collection fee will be charged for any returned check.

Facility Rental: (\$_____ / ☐ hour ☐ day X _____ # of use) = \$_____

10. CURRENT SECURITY LEVEL: ☐ FPCON A ☐ FPCON B ☐ FPCON C

11. CUSTODIAL SERVICES

The renter understands and agrees that they are responsible for the set-up and tear-down of equipment/tables/chairs required for the event and to provide the following custodial services

☐ Sweep/mop areas used ☐ Wipe off/put away tables and chairs

☐ Remove trash to dumpster ☐ Clean restroom(s) used

☐ Remove equipment to designated location ☐ Remove all personal items

☐ Other: (explain) _____

12. SPECIAL PROVISIONS/TERMS OF USE: _____

13. ADDENDUMS ATTACHED: ☐ N/A ☐ Alcohol Request Form (Appendix C) ☐ Additional Documentation

General Terms and Provisions of Use

Renter Requirements:

1. Comply with the Facility Rental SOP all terms and conditions of the facility use agreement.
2. Report any law violation to local law enforcement authorities and inform AKARNG of action taken.
3. Maintain crowd control.
4. Follow posted facility policies and procedures (emergency evacuation plan, smoking areas etc.).
5. Monitor conditions during inclement weather and follow appropriate emergency procedures.

Event Bystander Requirements:

1. Safeguard DMVA/AKARNG property and equipment.
2. Control access for the approved renter.
3. Report unusual activities or non-compliance with terms of Use Agreement to the AKARNG.
4. Will not consume alcohol while performing functions or accept gifts for the performance and/or non-performance of this function.
5. Perform other functions as requested by the CFMO to ensure adherence of the agreement, policies, laws, rules, and regulations.

14. INDEMNITY CLAUSE; Initial each block

_____ The United States Government, the Department of the Army, the State of Alaska, Department of Military and Veterans Affairs, Alaska Army National Guard, the event bystander(s), their departments and agencies of any kind, and their employees, representatives, agents and assigns, or anyone else connected with these entities assume no responsibility or liability for the activities involved in the rental of this property, for persons attending any function, or for the property of the attendees.

_____ The renter agrees to provide for the well-being and protection of attendees, equipment and property. The renter agrees to pay for any breakage or damage to the DMVA/AKARNG Facility or equipment that occurs as the result of the rental. The renter has examined and inspected or caused to be inspected, and accepts the premises for the intended purpose(s).

_____ The renter agrees to hold harmless and indemnify the United States Government, the United States Government, the Department of the Army, the State of Alaska, Department of Military and Veterans Affairs, Alaska Army National Guard, the event bystander(s), their departments and agencies of any kind, and their employees, representatives, agents and assigns, or anyone else connected with these entities for any loss, cost, expense, damage to property, injury, or death arising from the rental.

The undersigned renter agrees to all terms and provisions as Stated within this Use Agreement and/or attached addendum(s).

FOR THE RENTER:

FOR THE DMVA/AKARNG:

(SIGNATURE)

(SIGNATURE)

(PRINTED NAME AND TITLE)

(PRINTED NAME AND TITLE)

(DATE)

(DATE)

FOR DMVA/AKARNG USE

TYPE OF RENTAL: (check all that apply)

IRIS Facility #

☐ State Facility ☐ Federal Facility ☐ Short-Term ☐ Long-Term

INSURANCE ☐

FUNDING: ☐ Standard Rate ☐ IIC FEE TOTAL: _____

FEE RECEIVED ON: _____ FEE PROCESSED ON: _____