



Ketchikan Area Arts and Humanities Council
Facility Rental Rates and Policies

Note that these rates are subject to review and adjustment. The Arts Council reserves the right to refuse or cancel any event that is deemed inappropriate or unsafe to the Arts Council building, the art work contained in the building or to its constituents. A maximum of 85 people are allowed in the building **at one time**.

Non KAAHC members

Regular Rates	Total for 1 to 4 hrs	Total for 5 to 9 hrs	Total for 10 to 24 hrs
Full Facility (lower and upper level with kitchen use)	\$350	\$595	\$893
Gallery + Kitchen	\$225	\$383	\$574
Gallery no kitchen	\$125	\$213	\$319
Classroom only	\$40	\$68	\$102

KAAHC Member 20% discount

Regular Rates	Total for 1 to 4 hrs	Total for 5 to 9 hrs	Total for 10 to 24 hrs
Full Facility (lower and upper level with kitchen use)	\$280	\$476	\$715
Gallery + Kitchen	\$180	\$306	\$459
Gallery no kitchen	\$100	\$170	\$255
Classroom only	\$32	\$54	\$82

KAAHC Non-profit Members 25% discount

Regular Rates	Total for 1 to 4 hrs	Total for 5 to 9 hrs	Total for 10 to 24 hrs
Full Facility (lower and upper level with kitchen use)	\$263	\$446	\$670
Gallery + Kitchen	\$169	\$287	\$431
Gallery no kitchen	\$94	\$160	\$239
Classroom only	\$30	\$51	\$77

KAAHC Fiscally Sponsored Groups 35% discount

Regular Rates	Total for 1 to 4 hrs	Total for 5 to 9 hrs	Total for 10 to 24 hrs
Full Facility (lower and upper level with kitchen use)	\$228	\$387	\$580
Gallery + Kitchen	\$146	\$249	\$373
Gallery no kitchen	\$80	\$138	\$207
Classroom only	\$26	\$44	\$66

Regular rental fees includes:

- use of available chairs and tables

Additional equipment and special services are extra. Please talk with KAAHC staff about sound, lighting, or other special needs.

Cleaning deposit of \$250 is required and will be refunded if no cleaning is required by the Arts Council or if no damage is incurred at the conclusion of the event. **Renter is responsible for replacement cost for all damages sustained to art work, building, and equipment used during rented time period.**

Renter is expected to:

- Leave all art work on walls untouched
- Remove all decorations applied for event
- Sweep used area
- Bag all trash and remove it to the dumpster.
- Wipe down used tables and chairs
- Return furniture to its original position.
- Leave the kitchen clean, remove all food and drink brought in for the event.
- Pick up any trash from outside the building that may be the result of event.
- Leave the facility undamaged

Additional charges:

- For events occurring after regular business hours, **it will be necessary to have a monitor on-site @ \$20/hour. Please contact KAAHC for approved monitors.**
- Cleaning services are available @ \$25/hour. Please arrange this in advance with the Operations Manager.

Long term Use Rates

Long term rentals, for regular monthly meetings, weekly classes, or regularly scheduled rehearsals over a long period of time, will be charged based on the total number of hours that the group plans to use. As an example: Group A plans to meet in the classroom for 2 hour each Tuesday evening for 9 months.

We would calculate it this way: 8 hours/month x 9 = 72 hours or three 10-24 hour periods. Charges would be calculated at the appropriate user rate for the 36 meetings.

To be eligible for this rate, the rental must be:

- for a minimum of six weeks,
- not exceeding 3 hour blocks for each use,
- be consistently scheduled, i.e. the same time and day of the week
- be “non-invasive” so as to allow for other uses before and after the use, requires no set up or cleanup from staff.

Groups using this rate may be asked to reschedule should we have an event that will pay the full regular rate for that time. We will make every effort to avoid this or to accommodate the long term user.

Contact the Arts Council at 225.2211 or info@ketchikanarts.org to make your reservation.