



General Notes

The Father Andrew P. Kashevaroff Building houses the Division of Alaska State Library, Archives and Museum. The Division is part of the Department of Education and Early Development, a State of Alaska agency.

The Father Andrew P. Kashevaroff Building or APK, is located at 395 Whittier Street in Juneau, Alaska. The first floor public spaces feature the Alaska State Museum, Lecture Hall, Classroom, and 40' Eagle Tree, all adjacent to the Atrium. The Atrium floor is a scale map of a portion of the northern hemisphere delineating Alaska, Canada, Russia, and associated bodies of water.

The second floor features the Alaska State Library, Historical Collections, State Archives, and Research Room. The floors are joined together by a stairway on the West end and elevators on the East end. A mezzanine area is accessible on the North side of the Atrium.

Parking is available in the below-ground parking facility, free of charge for persons conducting business or visiting the building.

The spaces available for rent are:

- Atrium
- Lecture Hall
- Classroom
- Museum Galleries

The following package of information contains:

- Rental space description
- Fee structure
- Requirements
- Plan view of the building and parking area
- Sample rental agreement

If you or your organization are interested in renting the facility, please contact us for availability and an estimate of costs. Please note that on-site ticket sales are not permitted. All ticketed events must be presold.

For booking information, please contact Patience Frederiksen at patience.frederiksen@alaska.gov.

Rental Spaces

Atrium

The atrium connects the first floor, mezzanine, and second floor. The main entrance is through three double doors on the Whittier Street side of the building. The space is equipped with a durable floor, restrooms on floor one and floor two with access to all levels by stair and elevator. Program banners or signage may be hung with prior written consent of the Building Manager. No other decorating of the space is permitted.

Capacity

- 240 standing room
- 175 seated auditorium style

Food and Beverage Service

- Food must be provided by licensed commercial vendor.
- Alcohol requires an ABC licensed vendor, licensed staff, and liability policy.
- Alcohol is permitted for private events only, but **not permitted** during regular business hours.

- Liability insurance is required for all events of 75 or more when using the Atrium.
- Live plants or fresh flowers are **not permitted** in the building.

Lecture Hall

The Lecture Hall space is located on the north side of floor one. This room has doors that isolate the space from the main atrium. The Lecture Hall is carpeted with a full complement of portable chairs and tables. Full audio and video support are located in the room and control booth. Use of the systems require prior written approval by the Building Manager and scheduling of an approved technician.

Capacity

- 150 standing room
- 120 seated auditorium style
- 60 seated classroom style

Food and Beverage Service

- Food and beverages of any kind are **not permitted**.

Classroom

The classroom is located on the west end of floor one. The room has a durable floor with a full complement of portable chairs and tables. Audio and video support are located in the room. Use of the systems require prior written approval by the Building Manager.

Capacity

- 30 standing room
- 24 seated classroom style

Food and Beverage Service

- Food is allowed.
- Alcohol is **not permitted**.

Fees

Atrium

Use fees for the Atrium during regular business hours:

- \$300 per hour
- \$100 per hour for set up / take down outside use period
- \$100 - \$250 Janitorial [determined by number in attendance]
- \$50 per hour security personnel
- \$100 facility personnel [single fee]

Use fees for the Atrium outside of regular business hours:

- \$300 per hour
- \$100 per hour for set up / take down outside use period
- \$100 - \$250 Janitorial [determined by number in attendance]
- \$100 per hour security personnel [two security personnel required]
- \$200 per hour facility personnel

Lecture Hall

Use fees for the Lecture Hall during regular business hours:

- \$100 per hour
- \$50 per hour for set up / take down outside use period
- \$100 - \$250 Janitorial [determined by number in attendance]
- \$50 per hour security personnel
- \$100 facility personnel [single fee]

Use fees for the Lecture Hall outside of regular business hours:

- \$100 per hour
- \$50 per hour for set up / take down outside use period
- \$200 - 300 Janitorial [determined by number in attendance]
- \$100 per hour security personnel [two security personnel required]
- \$200 per hour facility personnel

Classroom

Use fees for the Classroom during regular business hours:

- \$100 per day / \$50 per half day

Use fees for the Classroom outside of regular business hours:

- \$100 per day / \$50 per half day
- \$100 per hour security personnel [two security personnel required]
- \$200 per hour facility personnel

Museum Galleries

Fees for the use of Museum Galleries during regular business hours:

- Under 30 adults in group:
 - \$12.00 per person
 - Senior Discount can be applied
- Over 30 persons in group:
 - \$8.00 per person
 - Senior Discount not in effect.
- Docent Tours may be arranged for a fee

Fees for the use of Museum Galleries outside of regular business hours:

- Admission fee: \$8.00 per person
- \$200 per hour Museum space use
- \$100 per hour museum protection personnel [two museum personnel required]
- \$200 per hour facility personnel
- \$50.00 per hour building security personnel

Food and Beverages:

- **not permitted**

Use of the Museum Galleries may be joined with use of other areas within the facility.

Please contact us for negotiating combined facility events.

Requirements

Certificate of Liability Insurance

- Required for events of over 75 persons and/or if alcohol is to be served.
- To be submitted one week in advance of event.

Coverage:

Each Occurrence	\$1,000,000
Medical [any one person]	\$5,000
General Aggregate	\$2,000,000
Damage Premises Rented	\$100,000

Local Providers for CLI Policy:

Shattuck and Grummet

301 Seward St
Juneau, AK 99801
907.586.2414

State Farm Insurance

9109 Mendenhall Mall Road, Suite 1
Juneau, AK 99801
907.463.3276

Caterers

- Required for all events that involve prepared or perishable foods.
- Not required if an event only provides coffee service or commercially prepared trays.
- Homemade food is not permitted.
- All caterers must operate from a DEC approved kitchen.
- **No open flames.** Only warmers are to be used in the building.
- The classroom may be available for preparation of catered food and beverages.

- Andre's, the in-house café, is a private venture and not controlled under this agreement.

Alcoholic Beverages

- State of Alaska ABC Board Form AB-04 is required for alcohol to be served at an event.
- Beer and wine are permitted for use in the facility. **No hard liquor.**
- ABC form must be submitted one week in advance of event to the APK Building Manager.
- May be provided by caterer or representative of lessee.
- Alcohol may only be served at private events.
- An ABC form is available online:
www.commerce.alaska.gov/web/Portals/9/pub/ABC/AlcoholPermitApplication/AB-04.pdf
- ABC form must be posted during the event.

Rental Inquiry

Date of Rental _____

Event Name _____

Renter _____

Contact _____

Email Address _____

Phone Number _____

Date Inquiry Form Submitted _____

Spaces Requested (include date and hours):

Atrium _____

Lecture Hall _____

Classroom _____

Request to Use:

Caterer _____

Alcohol _____

Museum Galleries _____

Notes or Special Requests:
