

Governor Tauese P.F Sunia Ocean Center

Terms and Conditions of Room Use

Mission Statement: The Governor Tauese P.F. Sunia Ocean Center will serve as a premier education facility for students, residents, and visitors to American Samoa as well as a medium-sized convention and meeting center in the Harbor Area.

The Governor Tauese P.F. Sunia Ocean Center is a learning, training and discovery center not only to celebrate the importance of cultural and natural ocean resources in the Territory, but a medium-sized exhibit space for uses that compliment and support ocean conservation. Under the management of the American Samoa Government and NOAA’s Office of National Marine Sanctuaries (Sanctuary), building use is restricted to conferences, trainings, workshops, and educational and outreach activities, while making it affordable and accessible to the low-moderate income populace in the Territory.

Based on availability, the rotunda room (main exhibit space), small meeting room and sanctuary exhibit space at the Governor Tauese P.F. Sunia Ocean Center may be rented. The maximum number of attendees in the facility space is 200.

1. Reservations

Bookings are preferred 3 months in advance to determine availability and timely processing of rental forms. Reservations must be made by completing the Room Reservation Form and returning it by mail, email or in person to the National Marine Sanctuary of American Samoa at P.O. Box 4318, Pago Pago, AS 96799 or via email to Veronika.Mortenson@noaa.gov. Please call (684) 633-6500 to confirm availability. All Room Reservation Forms must be approved by the National Marine Sanctuary of American Samoa Visitor & Custodial Coordinator or his/her designee. A reservation form must be submitted for each date, even if a room is used regularly.

2. Rental Extras

Included in the rental fee, user groups may arrange for a guided tour of the exhibits, and/or use of Sanctuary audio/visual equipment. A list of available equipment can be procured at the Sanctuary offices.

3. Rates

INCOME ELIGIBILITY TABLE								
Number of Persons	1	2	3	4	5	6	7	8
Income Limit	\$12,600	\$14,400	\$16,200	\$18,000	\$19,450	\$20,900	\$22,350	\$23,800
<i>NOTE: The income scale table is 30% of the Median Income adopted by HUD.</i>								

Any applicant whose income falls within the stated income eligibility table will pay a designated fee for low-moderate income applicants. Any applicant whose annual income exceeds the above scale will be charged with regular rates outlined below. A copy of the applicant’s most recent W2 form and three most recent check stubs to verify his/her eligibility under the low-moderate income fee schedule is required. Non-profit groups are eligible under the low-moderate income fee schedule as well and are required to provide a copy of their 501(c)(3) status certificate for verification purposes.

Rooms may be booked according to the rate schedule below:

Small Meeting Board Room (10 person) –

- \$50 per hour
- \$100 half day
- \$200 full day

Small Meeting Board Room (10 Person) (Low-Mod Income Applicants) –

- *\$35 per hour*
- *\$75 half day*
- *\$150 full day*

Rotunda Space (165 person) –

- \$100 per hour
- \$250 half day
- \$500 full day

Rotunda Space (165 person) (Low-Mod Income Applicants) –

- *\$75 per hour*
- *\$175 half day*
- *\$350 full day*

Exhibit/Conference Space (25 person)

- \$50 per hour

Exhibit/Conference Space (25 person) (Low-Mod Income Applicants)

- *\$40 per hour*

4. Hours:

All rates are based on regular business hours, extending from 8:00am – 4:00pm on weekdays and include one half hour of setup and breakdown at the start and finish of the event for your convenience. There is no after-hour use, weekend or holiday use unless pre-approved based on criteria.

5. Payment

If the request to use the facility is approved, a security deposit fee of \$100 is required in order to confirm the reservation. Rental costs are to be paid within 48 hours prior to the reservation date. Should no damages and overuse occur after each event, the user shall receive full refund of the security deposit fee. The Sanctuary reserves the right to cancel a scheduled event even when a security deposit and/or reservation fee is received, and shall inform the applicant accordingly.

Payment of Facility use must be made to:

ASG – Tauese P.F. Sunia Center (Maintenance)
P.O. Box 4318
Pago Pago, AS 96799
Tel: +684-633-6500
Fax: +684-633-6511

6. Cancellations, Reservation Changes, and No-Shows

The signed Room Reservation Form constitutes an agreement that the room will be used. In order to obtain your deposit, any changes or cancellations to a reservation must be made at least one week prior to the scheduled event by calling the Sanctuary at 633-6500.

Any change or cancellation within a week of the event will incur a 20% surcharge if done no later than 24 hours before the event. No cancellations or changes will be permissible within 24 hours of the event, and the applicant will be liable for the full charge of the rental regardless of use.

If an applicant fails to appear for a scheduled event (no-show) then the applicant will be liable for the full costs of the event. Repeated cancellations or no-shows will be grounds for refusal to rent.

7. Room Setup and Decorations

All rooms have a standard set up and inventory of furniture and equipment that must not be removed from the rooms. All rooms must be reset to their standard configuration at the end of the event. Rearrangement fees will incur for failure to return to the standard configurations.

No decorations or additional furniture or equipment are allowed inside the facility space unless approved by the Sanctuary Office Manager. Items such as pictures, posters, and notices are prohibited on walls, windows, railings or any part of the building or its fixtures.

All of a group's property must be removed from the room after use. The sanctuary is not responsible for security or storage of property owned by user groups, nor is it responsible for damage or loss of others' property.

8. Cleaning

Rooms must be cleaned and restored to their original condition. The applicant shall be responsible for damage to the room and its contents, including any equipment used by the group and exhibits. A minimum charge of \$100.00 will be assessed for any special cleaning made necessary by the group. The full cost of cleaning and repairs, up to full replacement costs of damaged material and equipment, will be assessed to the applicant.

9. Food and Alcohol

Eating and drinking are only allowed in designated areas and after approval by the Sanctuary Office Manager. Only catered food is permitted – no cooking or food preparation is allowed. It is the applicant's responsibility to ensure that the room remains clean and that food stays away from equipment. Any mess will be subject to the cleaning fees and liabilities noted throughout this agreement.

Alcohol may be served with a written exemption from the Sanctuary Office Manager and must be set up outside of the building in a designated drinking area.

10. Prohibited Access

Use of a rental room is restricted to the room. Access to other parts of the building remains prohibited. Access to control and electrical rooms by unauthorized persons is strictly prohibited; access to sound equipment, lighting system and air conditioning system by unauthorized persons is strictly prohibited. Access to office spaces is strictly prohibited.

11. No Smoking

It is illegal to smoke within the building or around the building. Smoking will only be permitted in designated smoking areas. Failure to comply with this rule by any of the event’s attendees will be grounds for immediate revocation of the reservation without reimbursement.

12. Noise

The Ocean Center Room is connected to offices. Therefore, excessive noise will not be permitted. The Sanctuary reserves the right to refuse any request based on the likely noise level of the event.

13. Miscellaneous

No littering, chewing gum or loitering within the compound. Leaning OR Sitting on or against exhibits is PROHIBITED.

14. Responsibility of the Applicant

The applicant is responsible for the behavior of all event attendees and shall be responsible for any damage to property or equipment caused by any attendees. The applicant assumes all risks in connection with activities to be conducted in the rooms and shall be responsible for all accidents or injuries to persons or property caused by the use of the premises.

Reservations will be refused for events that practices or advocates discrimination based on race, color, age, national origin, religion, political affiliation, or disabilities. Reservations will be refused for events that have a partisan political nature or purpose, that are conducted for the primary purpose of obtaining a profit for the benefit of an individual or for-profit organization, or that are conducted for the purpose of advocating or influencing action of legislation. The fact that a group is permitted to use a room at the room in the Ocean Center does not constitute an endorsement of the group’s policies and beliefs.

The Sanctuary reserves the right to cancel any confirmed reservation without prior notice. In such case, the user is entitled to a full refund. Determination of whether to grant permission to use the facility/compound is within the sole discretion of the Sanctuary.

User has read the conditions and understood all the requirement and consequences.

Name

Signature

Date