

OVERVIEW AND PURPOSE

The Business Technology Center was constructed by Alaska Communications as part of our commitment to our Alaska businesses and IT professionals. The Business Technology Center is a place where they can engage us to help them realize their business opportunities and overcome their challenges through the use of technology.

At the Alaska Communications Business Technology Center, the Denali and Redoubt meeting rooms are available at no charge to eligible users. Displays provide information on many aspects of the broadband and IT industry. Visitors are welcome at the Alaska Communications Business Technology Center Monday through Friday between 8 a.m. and 5 p.m. to view the facility, meet with technology experts and/or request use of a meeting room.

ELIGIBLE USERS AND USES

THE FOLLOWING TYPES OF GROUPS CAN USE THE ALASKA COMMUNICATIONS BUSINESS TECHNOLOGY CENTER:

- Licensed businesses in the state of Alaska
- Community-based nonprofit and professional organizations
- Education organizations, K-12 and university educators and students

ELIGIBLE USERS CANNOT USE THE ALASKA COMMUNICATIONS BUSINESS TECHNOLOGY CENTER FOR ANY ACTIVITY THAT:

- Advances a particular religious doctrine
- Involves any partisan political activity
- Promotes advancements in profit or selling of products

HOURS AND SCHEDULING

The Alaska Communications Business Technology Center meeting rooms, Denali Room and Redoubt Room, are available to reserve at no charge. The center is available to reserve Monday through Friday between 8:30 a.m. and 4:30 p.m. Saturday and after-hours reservations are also available, but require approval from the Alaska Communications Business Technology Center Manager. For all after-hours and Saturday reservations, we ask that the *Business Technology Center Usage Request Form* be submitted no later than 14 days prior to the event. For special requests and questions, please contact the Business Technology Center Manager at: BusinessTechnologyCenter@acsalaska.com.

The Alaska Communications Business Technology Center will be closed on January 1, Memorial Day, July 4, Labor Day, Thanksgiving and the Friday following, Christmas Eve and Christmas Day and any additional days per the discretion of Alaska Communications.

Scheduling requests will only be considered upon receipt of a signed, completed copy of the *Business Technology Center Usage Request Form*. Alaska Communications Business Technology Center staff will review usage requests daily, scheduling those that are approved on a first-come, first-served basis. Groups that submit requests will be notified via email within two business days. Once notified, and if room request is granted, Alaska Communications will tentatively hold the room for one business day. The individual who submitted the request must complete and submit the *Business Technology Center Usage Request Form* in order to finalize their reservation. This form will be sent via email when a room request is granted. Alaska Communications reserves the right to cancel scheduled meetings or events, or deviate from or modify these guidelines, in the event of an emergency or other special circumstances.

MEETING ROOMS

Based on the number of attendees and the meeting setup requirements, Alaska Communications will book an appropriate meeting room. Maximum capacities for the meeting rooms are:

DENALI ROOM

Seated Capacity	28
Room Max Capacity	40

REDOUBT ROOM

Seated Classroom (rows of tables and chairs)	32
Seated Small Group/Luncheon (4 tables for 8 people)	32
Seated Conference (large rectangle)	16
Seated U-Shape	24
Room Max Capacity	45

ENTIRE CENTER

After Hours Only	120
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The center has additional resources and equipment that are available on a first-come, first-served basis at no cost. A detailed resource and equipment list is provided on the *Business Technology Center Usage Request Form*. Equipment must be requested in advance. Costs for renting additional furnishings or equipment not provided by the Alaska Communications Business Technology Center will be paid by the user and must be approved by center staff. Room setup and equipment requests must be finalized no later than five business days prior to the event. The groups using the space are responsible for the set-up and cleanup of the rooms.

FOOD SERVICE

Complimentary coffee, tea, hot chocolate and water are available to groups using the center. Catering and outside food/refreshments are allowed, however the group using the space will be responsible for the catering and cleanup. The Alaska Communications Business Technology Center does not have food storage or preparation facilities available to users. No alcohol please!

USER RESPONSIBILITIES

ANY INDIVIDUAL, GROUP OR ORGANIZATION USING THE ALASKA COMMUNICATIONS BUSINESS TECHNOLOGY CENTER AGREES:

- To comply with all applicable laws, regulations and ordinances and to use the center in a safe manner.
- To reimburse Alaska Communications and be responsible for any loss or damages to Alaska Communications property in connection with the use of the Business Technology Center.
- To be responsible for and indemnify Alaska Communications and its employees and agents against all claims, liabilities, and causes of action that might be asserted by any person or entity for property loss or personal injury arising from use of the Business Technology Center.
- To notify Alaska Communications of any cancellations, by e-mail, at least five business days in advance of the date you are scheduled to use the Alaska Communications Business Technology Center.

Alaska Communications Business Technology Center

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www.alaskacom munications.com/business technologycenter