



**College of Fisheries and Ocean Sciences**  
 Seward Marine Center  
 201 Third Avenue, PO Box 730, Seward, AK 99664  
 907-224-5261(p) 907-224-3392(f) www.sfos.uaf.edu/smc



**Housing Use Request Form**

Check-In Date: \_\_\_\_\_ Check-Out Date: \_\_\_\_\_  
 # of occupants: #Male \_\_\_\_\_ #Female \_\_\_\_\_  
 Names: \_\_\_\_\_  
 Bill to Account and/or address: \_\_\_\_\_

Requester's Signature & Date \_\_\_\_\_

Seward Marine Center Approval & Date \_\_\_\_\_

Invoice #/ & Date; JV Date; Fee Amount \$ \_\_\_\_\_

**Apartment Rental Policy & Rates for 109 Washington Street**

		UAF		Non UAF	
		Single	Shared	Single	Shared
		Occupancy	Occupancy	Occupancy	Occupancy
<b>2 Br. Apt</b>	<b>Day</b>	\$65	\$75	\$80	\$90
	<b>Week</b>	\$310	\$375	\$375	\$450
	<b>Month**</b>	\$995	\$1125	\$1200	\$1350

These facilities are reserved for the use of University of Alaska Fairbanks students, faculty, and staff, visiting scientists and other formal collaborators. SMC is constrained in establishing rental rates to avoid unfair competition with local hoteliers while providing graduate students and visiting scientists with affordable housing. Rental rates are adjusted to reflect local market conditions and to cover operating expenses. You may find the 2014 AHFC market rates at the link below for reference. <http://www.ahfc.us/files/5913/7158/8742/2013RentalSurveyFinal.pdf>

Reservations may be requested up to 12 months in advance. Reservations are primarily on a first come - first serve basis. However, priority is given to graduate student requests, SMC personnel and their formal collaborators, followed by other SFOS, UAF and UA personnel. SMC will not assign separate genders to the same apartment, unless they are apart of the immediate family. Shared Occupancy is defined by two independent visitors in one apartment. The SMC apartments have One (1) – queen bed in one room and Two (2) – twins in another. Three (3) occupants per apartment maximum, not including children. Reservations e-mail: [jaelhard@alaska.edu](mailto:jaelhard@alaska.edu) (Ms. Jennifer Elhard)

When you make your reservation, include whether you will be paying rent from a UA project (fund/org) or personal check. Rent is due on the first of each month, either in UA journal voucher or check form.

If you will arrive in Seward at other than normal office hours, you must make arrangements in advance to get the keys to the apartments. Please check in with our office on the first workday.

Check out time is 11 AM, to monitor the condition of the unit and prepare for new visitors. You are responsible for leaving the apartment clean: clean up, take out the trash, empty the refrigerator and cabinets of any food, vacuum, wash the dishes, clean the kitchen and bathroom, take your linens and towels to the laundry room. Remove all your belongings when you depart.

**Fees**

The condition you leave the apartment in will have consequences for subsequent reservations.

\*\*There will be a one-time \$320 cleaning fee charged to all long-term (monthly) reservations.

All damages will be identified and billed to you at the cost of repair.

Deliver the key back to the SMC office or drop in interior drop box before you leave. Lost keys will be charged @ \$50 per key.

If you must cancel your reservation, please give SMC advance notice. Failure to notify SMC will have consequences for subsequent reservations.