



M O R R I S T H O M P S O N CULTURAL AND VISITORS CENTER

101 Dunkel Street • Suite 210 • Fairbanks, Alaska 99701 • 907-459-3701

SPACE RENTAL POLICIES & PROCEDURES

Eligible Uses*:

The Morris Thompson Cultural and Visitors Center provides space at a reasonable rate for events that:

- Serve a community purpose
- Promote/support cultural understanding
- Support the partnership and/or the Center's mission.

** The following uses are not allowed: activity that advances a religious doctrine; public activity directed toward the success or failure of a political party, candidate, or partisan political group, including events advocating a specific ideology, including fundraisers and campaign rallies; activities requiring multiple spaces during open hours, as this is disruptive to the on-going public programs; long-term, reoccurring weekly meetings/activities that interfere with normal use by the Center partners; banquet events such as weddings, holiday parties, etc. that would compete with private businesses; commercial events in which profit is the direct purpose of the meeting.*

Reservations and Deposit Fee:

- To request a space, read this document, complete the Rental Application Form on page 4, and return it to:
Sara Harriger, Executive Director, 101 Dunkel Street, Ste 210, Fairbanks, AK 99701
email : sara@morristhompsoncenter.org Phone: (907) 459-3701 Fax : (907) 459-3702
- Once an event is approved, MTCVC requires a \$200 deposit to reserve it. This deposit is to cover damage and cleaning and will be refunded if user passes the post-event inspection. In case of cancellation at least 7 days prior to an event, deposit is refundable less expenses incurred by MTCVC.

Parking: Ample parking is available in the main lot south of the MTCVC and in adjacent public parking areas. Handicapped-accessible parking is designated at the east entrance.

Audio/Visual Services & Equipment

MTCVC has limited audio/visual equipment. Requests for equipment must be made in writing on this form. MTCVC staff may be available to set up requested equipment in advance, but not to operate the equipment during your event. Our projection systems use VGA and/or HDMI connections. It is your responsibility to verify your equipment is compatible with our system. You may reserve training/trial run time in advance of your event for an additional fee. Due to liability issues, MTCVC staff is not able to set up personal computers.

Zero Tolerance Policy:

- No exposed or concealed weapons
- No drugs
- No public intoxication
- No smoking or tobacco use
- No abusive or obscene language or threatening behavior

Event/Space Guidelines:

- In addition to the Zero Tolerance Policy listed above, users must follow the MTCVC Conduct Policy.
- Meetings and/or set-up may begin at 8 am. Earlier set-up may be approved at an additional fee of \$50 per hour.
- The Lobby and Exhibit Hall become available at closing time: 5 pm in the winter, 9 pm in the summer.
- The designated person must be present at set-up, during the event, and during clean-up to guarantee the room is returned to its original state, and to notify MTCVC staff when the space is ready for inspection.
- It is the responsibility of the user to provide staff for set-up, running the event, and for clean-up.
- A security guard can be provided for an additional fee with at least two weeks' notice.
- Smoking/tobacco use is permitted at a designated smoking area next to the dumpster on the east side of the building. Smoking in other areas will result in forfeiture of the deposit.
- No food or drink in the theatre (except bottled water for presenters).
- No open flames (except warming devices used by professional caterers.)
- No animals (except service animals).
- No latex balloons, due to latex allergies.
- No posters, placards or signage may be affixed to any surface without prior approval of the MTCVC.
- Minors must be under the direct supervision of one responsible adult for every eight minors. If the exhibit hall is open during the event and minors are present, constant adult supervision is required at 4 locations within the exhibit gallery during the entire event. Alternately, the group can pay by the hour for a roving security guard to monitor the exhibit area.
- Guests are permitted only in those areas specified in the agreement.
- If your meeting exceeds the maximum occupancy determined by the City of Fairbanks Fire Department, people must leave, or the meeting will be terminated.
- To protect the glass tile mosaics embedded in the sidewalks, there is no driving on the sidewalks for any purpose.

Food and Beverage/Catering:

- MTCVC does not provide any catering supplies or services.
- If you intend to serve food at an event that is open to the public, you must provide:
 - Proof of the caterer's current Department of Environmental Conservation Catering License
 - General liability insurance in the amount of \$1M each occurrence/\$2M aggregate. The insurance must list MTCVC as an additional insured.
 - Alternately, you may provide a DEC-issued Temporary Use Permit for your event which includes the requirement that all food handling occur in a DEC approved kitchen, and proof of insurance from your caterer naming MTCVC as an additional insured.
- If you intend to serve alcohol at a public event, MTCVC requires:
 - Proof that the alcohol vendor has a current Alcohol Beverage Control (ABC) Board Permit
 - General liability insurance in the amount of \$1M each occurrence/\$2M aggregate. The insurance must list MTCVC as an additional insured.
 - The user must provide TAMS/TIPS trained servers.
- For private meetings and events: a catering license is not required. You may make your own food arrangements. An ABC license is not required to serve alcohol at private events, but servers should be TAMS/TIPS trained.
- The MTCVC kitchen is not a DEC approved kitchen and cannot be used to cook or prepare food for a public event. With a reservation, the kitchen and/or classroom may be used as a staging area for a private event.
 - The kitchen must be accessible for use by MTCVC staff during regular business hours.
 - Food cooking on the stove must be under constant supervision.
 - Use of the kitchen includes access to refrigerator/freezer, icemaker, stove, and two microwaves.
 - Items stored in the kitchen before an event should be marked clearly and removed immediately after the event.
 - Users are responsible for thorough cleanup of the kitchen after use.

Requirements for events with food and/or alcohol from DEC: (907) 451-2123 and Alcohol Beverage Control Board: (907) 269-0350

Set-Up

If set-up time is needed, include it on your application. Spaces will not be available before the scheduled time. The designated person/user shall join MTCVC staff for a pre-event inspection of each space to be used during the event, noting the condition of the space and equipment. Furniture and equipment may be rearranged to meet group needs, however, at the event's conclusion the room must be returned to the original arrangement and condition.

Inspection Check List

- Video Nook benches clean, user knows where to put them when done
- Classroom/Conference Room tables/chairs clean, user knows where to put them when done
- Kitchen clean and ready for use, normal condition and arrangement observed
- Restrooms in order and well-stocked
- User knows where to put building trashcans and large trash containers from shipping & receiving
- User has seen location of dumpster
- User can access mop to mop up all spills/stains on floors.
- User can access bucket, cloth, and soap
- All equipment that was checked out is in working condition

Clean-Up: User is responsible for clean-up during and at the conclusion of the event. An inspection will be performed jointly by the designated person and the MTCVC staff to ensure all items on the cleaning checklist below are completed. The \$200 cleaning deposit will be refunded only if the checklist is completed satisfactorily. Any damage incurred as a result of the event will be the responsibility of the user.

Cleaning Check List

- Banquet tables and chairs wiped down, stacked, and returned to designated storage area
- Video Nook benches wiped down with damp cloth and returned to original location
- Classroom/Conference Room tables/chairs wiped down and returned to original locations
- Kitchen returned to pre-event condition: trash emptied, surfaces wiped, stove burner pans clean
- Restrooms checked/any major problems resolved
- All event decorations, paperwork, etc. removed
- Trash cans emptied
- Trash bags delivered to outside dumpster
- Large trash containers returned to shipping & receiving
- Mop up all spills/stains on floors. Mop is in janitor's closet next to the public restrooms
- Wipe down kiosks, tables and other surfaces with mild soapy water. Bucket, cloth, and soap is in janitor's closet next to the public restrooms
- All equipment that was checked out is returned to MTCVC staff in working condition
- Event and clean-up were completed by scheduled time
- Any damage was reported immediately to MTCVC staff for clean-up and/or repair

Notes:

Morris Thompson Cultural and Visitors Center Rental Application Form

Telephone: (907) 459-3701 Fax: (907) 459-3702 Email: sara@morridthompsoncenter.org

Designated Person* / User (*must be 21 years or older*): _____

Organization: _____

Mailing Address: _____

Email Address: _____

Telephone: Work: _____ Cell: _____

Name / Type of Meeting: _____

Space Requested: _____ Estimated attendance: _____

Meeting date: _____ Setup time: _____ Start: _____ End: _____

For an additional fee, please provide (check mark if requesting): A/V trial run: ___ Early open ___
Late end time ___ MTCVC sets-up ___ MTCVC cleans up ___ After-hours security ___

** The designated person/contact person accepts responsibility for the event and has the authority to make a rental agreement and the responsibility to note any special requirements. The designated person's signature on the Rental Application Form indicates that they have read, understood, and agreed to the Space Rental Policies and Procedures. This is intended to protect both the facility management and the user.*

TERMS OF AGREEMENT

- By signing this agreement, user indicates they have read and agree to the terms of this document and accepts responsibility for the conduct of all persons attending the event.
- The designated person/user must be present at set-up, during the event, and during clean-up to guarantee the room is returned to its original state, and to notify MTCVC staff when the space is ready for inspection.
- The user assumes all liability for injury to person(s) and or damage to property and holds MTCVC harmless from all losses. The user also agrees to indemnify MTCVC for all costs that may be incurred by use of the MTCVC.
- MTCVC does not assume responsibility for personal property of the user or guests prior to, during, or following the function. MTCVC is not responsible for articles left in vehicles or damage to vehicles occurring while parked in the MTCVC parking lot or adjacent parking areas.
- Payment in full is due 7 days prior to scheduled event.

I have read and agree with the terms and conditions of this agreement.

Signature: _____ Date: _____

MTCVC Approval: _____ Date: _____