



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

Morris Thompson Cultural and Visitors Center (MTCVC) can accommodate a variety of community events and functions. To insure the safety of our guest and to preserve our facility and exhibits, the following policies & procedures will be strictly enforced.

Eligible Users and Uses:

The Morris Thompson Cultural and Visitors Center is a partnership between the Alaska Public Lands Information Center (National Park Service), Alaska Geographic Store, Denakkanaaga, the Fairbanks Convention & Visitors Bureau, and Tanana Chiefs Conference in which education about Interior Alaska's land and cultures is an emphasis. Priority for use is given to events 1) serving a community purpose or benefit, 2) promoting/supporting cultural understanding, and/or 3) supporting the partnership and/or the Center's mission. The facility may not be used for activities deemed inappropriate by the partners of the Center.

The following uses are prohibited.

1. An activity that advances a particular religious doctrine.
2. Political activity that is directed toward the success or failure of a political party, candidate for political office, or a partisan political group, including a fundraiser or campaign rally.
3. Meetings or conventions that require multiple rooms/spaces during the hours that the Center is open to the public, as this is disruptive to the on-going, daily public programs.
4. To avoid competition with private business, meetings of a personal nature, i.e. weddings and wedding receptions are not allowed.
5. Commercial events in which profit is the direct purpose of the meeting.

Reservations and Deposit Fee:

1. To request the use of a space, fill out the Usage Request Form and return to:
Cindy Schumaker, Project Director, 101 Dunkel Street, Ste 210, Fairbanks, AK 99701
Email: cindy@morrithompsoncenter.org Phone: 907.459.3701 Fax: 907.459.3702
2. The Usage Request Form must be completed and signed by the person accepting responsibility for the event. This one designated person will have the authority to make an agreement and note any special conditions required. This process is intended to protect both the facility management and the user from misunderstandings that could arise from simple verbal discussions and agreements. This person must be present at set-up, during the event, and during clean up to guarantee the room will be returned to its original state, and to notify MTCVC staff they are ready for post-event cleaning inspection. The designated person's signature on the usage request form indicates that policies and procedures have been reviewed and are understood and will be observed.
3. Once an event has been approved, MTCVC requires a deposit to confirm the space. (\$200 for events of < 100 people/\$400 for events > 100 people.) This deposit will serve as the cleaning/damage deposit and will be refunded if user passes the post-event inspection.
4. Cancellation must be given 7 days prior to an event. Deposit will be refunded less any expenses incurred.

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 far (EAST) entrance.

Zero Tolerance Policy: The Center is a zero tolerance facility for the following behaviors.

1. No exposed or concealed weapons
2. No drugs
3. No public intoxication
4. No smoking
5. No abusive or obscene language or threatening behavior

Event/Space Guidelines:

1. In addition to the Zero Tolerance Policy listed above, users must follow the MTCVC Conduct policy which is attached.
2. MTCVC does not provide event staffing, only space. It is the responsibility of the user to provide staff for set-up, running the event, monitoring event participants and event clean up.
3. An event security guard can be provided at an additional fee with two weeks notice.
4. Reasonable care of the building, furnishings and equipment will be the responsibility of the group using the facility. The cost of any loss/damages to the facility, furnishings or equipment will be the responsibility of the user group.
5. No food or drink in the theatre (with the exception of bottled water for presenters.)
6. No open flames (with the exception of warming devices used by professional caterers.)
7. No animals except service animals.
8. No latex balloons (due to latex allergies).
9. Posters, placards or signage may not be affixed to any exterior or interior surface without prior approval.
10. Groups composed of persons under the age of 18 must be sponsored and be under the direct supervision of a responsible adult at all times, with a ratio of one adult to every eight youth.
11. If the exhibit hall is to be open during the scheduled event and youth under 18 years are present, constant adult supervision is required at 4 specific locations within the exhibit gallery during the entire event. Alternately, the group can pay for a roving security guard by the hour to monitor the exhibit area.
12. Guests are permitted only in those areas specified in the agreement.
13. Maximum occupancy is determined by the City of Fairbanks Fire Department. At no time shall the user group allow occupancy to exceed this number. Failure to comply with this requirement will result in the immediate cancellation or closure of the meeting.

Food and Beverage/Catering:

1. Food and beverages may be served in all meeting areas except the theatre.
2. With advanced reservations, the kitchen and/or classroom may be used as a staging area, however the kitchen must be accessible for use by MTCVC staff during regular business hours.
3. The MTCVC kitchen is not a DEC approved kitchen, so cannot be used to cook or prepare food for a public event. Use of the kitchen includes access to refrigerator/freezer, icemaker, two warming stoves, a microwave, and limited serving equipment. Any 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.
4. Food cooking on the stove must be under constant supervision.
5. No linens are available. Please make other arrangements.
6. For events open to the public, MTCVC has a list of approved caterers that have a current Department of Environmental Conservation Catering License on file with MTCVC and general liability insurance in the amount of \$1M each occurrence/\$2M aggregate that lists MTCVC as an additional insured. These caterers are: **XXXX**. If you would like to use another caterer, you must provide MTCVC with 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. (DEC: liz.peltola@alaska.gov, 907. 451.2123)
7. For private meetings and events, a catering license is not required. You may make your own food arrangements.
8. If alcohol is to be served at a public event, MTCVC requires proof that the alcohol vendor has a current Alcohol Beverage Control Board Permit and general liability insurance in the amount of \$1M each occurrence/\$2M aggregate that lists MTCVC as an additional insured, and TAMS/TIPS trained servers. For private events, an ABC license is not required, but servers should be TAMS/TIPS trained. (ABC Board: 907.269.0350)

Audio/Visual Services & Equipment

1. MTCVC has limited audio/visual equipment which may be used for a fee. Use arrangements must be made through the MTCVC Staff, and any requested equipment is not reserved until confirmed in writing.
2. MTCVC Staff will set up requested equipment in advance of your meeting/event, however, they are not available to operate the equipment. If you need training to operate the equipment, it is your responsibility to schedule time for this training prior to your meeting as we generally don't have adequate staffing to provide training during the evenings or on weekends.
3. Our projection system in the Theatre uses a standard VGA cord [15 pin D-sub]. Not all laptops are compatible with our system. It is your responsibility to schedule time in advance of your meeting to verify your equipment is compatible with our system. If you do not verify this in advance, we may not be able to accommodate your needs. Due to liability issues, staff is not able to set up personal computers.

Set-Up

1. Meetings and/or set-up may begin at 8:00 a.m. Set-up will be considered prior to 8 a.m. by special request and at an additional fee of \$50 per hour.
2. Events in the Lobby and Exhibit Hall may only take place when the Center is closed. These spaces become available at closing time – 5pm in the winter, 9pm in the summer.
3. Designated person will join MTCVC staffer for a pre-event inspection of each space to be used during the event, noting the cleanliness of and condition of the space and equipment. Spaces will be expected to be returned to same condition after the event.
4. Spaces/rooms will be opened according to the time indicated on the application. If set-up time is needed, please include that on your application. Spaces will not be available before the scheduled time.
5. 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.
6. Nothing may be affixed to walls or other surfaces without prior approval.

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 user and the MTCVC staffer on duty to insure all items on the cleaning checklist below were completed. The cleaning deposit will be refunded only if the checklist is completed satisfactorily. Any damages 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 furniture 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, including trash emptied, surfaces wiped, coffee cart returned to original location and wiped down, and stove burner pans clean.
- If moved, plants returned to their original location
- Restrooms checked/any major problems resolved
- All event decorations, paperwork, etc removed/discarded
- 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 located 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 located 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 was completed by midnight
- Any damage was reported immediately to MTCVC staff so proper steps could be taken for clean-up and/or repair

**Morris Thompson Cultural and Visitors Center
Rental Application Form**

Telephone: 907.459.3701 Fax: 907.459.3702

Contact Person (*must be 21 years or older*): _____

Organization: _____

Mailing Address: _____

Email Address: _____ Email Approval/Confirmation? Yes No

Telephone: Business _____ Home/Cell: _____ Fax: _____

Name / Type of Meeting: _____

Space Requested: _____ Estimated attendance: _____

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

After-hours meetings: I would like MTCVC to arrange for security services at an extra fee of \$50 per hr. _____

TERMS OF AGREEMENT

- It is your responsibility to limit the size of your meeting to the approved fire code maximum occupation limit. If your meeting goes over the approved limit, people must leave or the meeting will be terminated.
- MTCVC requires an advance deposit to reserve a space (\$200 for events of < 100 people/\$400 for events > 100 people.). This advance deposit will serve as the cleaning/damage deposit and will be refunded if user passes the post-event cleaning inspection.
- If food or alcohol is to be served at a public event, MTCVC requires proof of Department of Environmental Conservation and/or Alcohol Beverage Control Board permits/licenses and proof of insurance.
- MTCVC has a zero tolerance policy for weapons, drugs, tobacco and public intoxication. Individuals/organizations disregarding this policy will be evicted and not allowed use of the facility for future events.
- By signing this agreement, user accepts responsibility for the conduct of all persons attending the event.
- Any damage done to MTCVC, its equipment and or the loss of equipment is the responsibility of the user.
- User agrees to pay for any damage or cleaning fees in full if cost exceeds cleaning/damage deposit.
- 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 left by 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.
- Events must be scheduled to end by midnight (including clean-up). Requests for extended hours will be considered, at an additional charge of \$150 per hour.
- User is responsible for clean-up at the conclusion of the event. An inspection will be performed jointly by the user and the MTCVC staffer on duty.
- 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: _____

**Morris Thompson Cultural and Visitors Center
Space and Equipment Rental Rate / Reservation Sheet**

Updated: 10/29/2010

Space	Description	Size	Occupancy	Use Fee Half Day (<4 hrs)	Use Fee Full Day (>4hrs)	USER RESERVATION	
						#	Fee
Classroom	Includes 12 classroom tables, chairs, sink, two countertops, phone, whiteboard, screen	29'x29.5'	<u>Classroom style:</u> 24+ w/15 guest chairs <u>Board room style:</u> 32 w/ 11 guest chairs <u>Theatre style:</u> 40	\$ 250	\$ 300		
Theatre	Excellent venue for films, performances, slides shows, presentations. Large stage for multiple presentors/performers. High-definition projector and state-of-the-art soundsystem. Projectionist available for additional fee.	40'x37'	100 seats	\$ 300	\$ 500		
Lobby	High ceiling, large windows, granite, wood & slate finishes provide an impressive space for a memorable event. For an extra special touch, exhibit hall is available for private viewing by your guests.	4360 sq ft	125 seated dinner 350 reception	up to 100 people- \$500 up to 200 people - \$700 up to 350 people - \$900	up to 100 people- \$600 up to 200 people - \$800 up to 350 people - \$1000		
Exhibit Hall	Unique & intimate setting for small private dinner parties. Guests will be surrounded by incredible landscapes and beautiful works of art.	3500 sq ft	40 seated dinner	\$ 500	\$ 600		
Conference Room	A professional setting for your business meeting. Private deck overlooking park and river.	28'x18'	18 @ table w/ 10 guest chairs	\$ 250	\$ 300		
Elders' Hall	Intimate setting surrounded by beautiful works of Athabaskan art. Stage/projector/soundsystem available.	22'x22'	20 maximum	\$ 250	\$ 300		
Kitchen	includes refrigerator/freezer, stove/oven, microwave, coffeemaker, ice machine, sink & limited serving equipment.	15'x20'	event prep only	no charge	no charge		
Equipment	Description	# available	Use Fee				
Banquet Tables	5 ft. round	13	\$10 each				
Banquet Tables	6 ft. rectangular	4	no charge				
Mini-Banquet tables	5 ft x 1 ft 8 inches - mini banquet tables	12	\$5 each				
Banquet Chairs	black, cushioned seat	125	no charge				
Podium		1	no charge				
Microphone	wireless handheld	3	\$15 set up fee				
Microphone	wireless lapel	1	\$15 set up fee				
LCD Projector		1	\$50 set up fee				
DVD/BlueRay/VHS Projector	Available in Theatre & Elders Hall	1	\$50 set up fee				
Conference Phone	Available in Conference Room & Classroom	1	no charge				
Screen	Theatre, Conf Room, Elders Hall, Classroom	4	no charge				
Laser Pointer		1	\$10				
Marker Board	Conference Room & Classroom	2	no charge				
Extension Cord (s)			no charge				
Power Strip			no charge				
Catering Cart		1	\$25				
Wireless Internet	Available buildingwide		no charge				
Other Charges							
Cleaning/Damage Deposit	to be refunded if user passes post-event check-list		< 99 people- \$100 > = 100 people - \$400				
Security Guard			\$50 per hr				
Early Set-up	arrival prior to 8am		\$50 per hr				
Late Fee	event lasting past midnight		\$150 per hr				
Cleaning Fee	if you prefer to leave the cleaning to us		\$50 per hr				
Projectionist			\$50 per hr				
Entertainment Options							
AK Native Dance performance	30 minutes		\$400				
Storyteller	30 minutes		\$200				
Tour Guide			\$100 per hour				
Taste of AK meal	For private events only		\$35 per person				
					TOTAL		