



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

**For Events in the Fairbanks North Star Borough's Griffin Park  
Adjacent to the MTCVC's private property**

Per agreement with the Fairbanks North Star Borough, for events in Griffin Park that require additional infrastructure, the following conditions apply. The event organizers are responsible for all costs of meeting these conditions.

1. In order to protect the surrounding landscaping from damage, event organizers are responsible for creating an accessible walking path for event participants by clearing any snow on the sidewalks adjacent to the MTCVC on the north and west sides of the building. FNSB Parks and Recreation Department may be available to provide this service. Request may be made by contacting them directly.
2. Event organizers should provide the following to the MTCVC:
  - a) A \$500 refundable deposit to be delivered to MTCVC seven days prior to event to cover any damage to landscaping, building, equipment as a result of the event. Any post event clean-up will be charged at \$50 per hour and will be subtracted from the deposit (i.e. trash, signage, etc.)
  - b) A certificate of insurance for the event with a minimum of \$1M each occurrence/\$2M aggregate that lists MTCVC as an additional insured.
  - c) A copy of the approved FNSB Facilities Permit.
  - d) Pertinent signage to direct event attendees, volunteers and participants. Any signs hung on MTCVC property must follow MTCVC directives on how and where to hang signs.
  - e) A parking lot monitor assigned to oversee parking in the parking lot south of the MTCVC to keep pathways/driveways clear and insure parking spaces are used appropriately. Events must always leave space for motor coaches to drive through lot.
  - f) An event volunteer to be stationed inside the MTCVC building at all times answering questions from event attendees, volunteers and participants.
  - g) Multiple copies for distribution to the MTCVC staff of:
    - A map that details the logistical configuration of the event including layout as it impacts Griffin Park, MTCVC and surrounding public property.
    - Informational fact sheet about the event including as appropriate but not limited to the following, i.e. start and stop times, musher line-ups, location of food or other vendors, merchandise tent, etc.
  - h) The contact names and cell phone numbers of key event personnel/volunteers.
3. The Zero Tolerance Policy (drugs, public intoxication, smoking/tobacco use, abusive/obscene language or threatening behavior, open bottles of liquor, exposed or concealed weapons) applies for exterior events on MTCVC property.
4. No vendors are allowed on MTCVC property.
5. MTCVC classroom and/or conference room may be available for rent if needed as a staging area or volunteer hospitality room. Standard rental policies and prices apply.
6. There is a fee of \$100 to hook up to an electrical connection at MTCVC.
7. Wi-Fi hookup can be requested through Alasconnect, Inc. (907.459.4900).
8. Event organizers will need to directly contact other public entities about the logistics of the event as appropriate.
  - a) Contact the City of Fairbanks (907.459.6770) regarding road blockages and any services that the City may offer such as hard-pack removal in Juror's parking and trash removal.
  - b) Contact the FNSB Parks and Recreation (907.459.1070, parks@fnsb.us) about event permitting, mobile concessionaires on FNSB property, and other questions you may have about events on FNSB property. FNSB may have other services available.
  - c) Contact the Alaska State Court Office of Area Court Administrator (907.452.9201) about use of juror's parking spaces in Griffin Park.

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

Telephone: 907.459.3701    Fax: 907.459.3702    Email: sara@morristhompsoncenter.org

Contact Person (*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: \_\_\_\_\_

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 \$500 deposit to reserve a space. 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: \_\_\_\_\_