



Space Use Policy & Request Form

The Alaska Islands & Ocean Visitor Center provides a unique setting for community events and functions. The Visitor Center Manager is responsible for permitting use of Center space, managing all details of the event and providing on-site coordination. To ensure the safety of our guests, preserve our facility, and its collection of exhibits, the following policies and procedures will be strictly enforced.

Eligible Users and Uses:

The Alaska Islands & Ocean Visitor Center is a partnership between the Alaska Maritime National Wildlife Refuge (U.S. Fish & Wildlife Service) and the Kachemak Bay Research Reserve (Alaska Dept. of Fish & Game) dedicated to understanding and conserving the marine environment. The facility may not be used for activities deemed inappropriate by the Managers of the Refuge or Reserve. Banquets are not a permitted activity. Priority for use is given to events in support of the agencies' missions. Private use of the facility for events or functions is not permitted, to avoid a sense of competition with private business. The following types of groups can use the Islands & Ocean Visitor Center:

- Government Agencies, with priority given to USFWS and ADF&G
- Community-based nonprofit and professional organizations
- Education organizations and K-12 and University educators and students
- Organizations for non-partisan public issue awareness and education and nonpartisan organizations promoting participation in the political process

The Islands & Ocean Visitor Center cannot be used for any activity that advances a particular religious doctrine. Because of the high demand for space, we cannot book regular weekly or monthly board meetings for any one group.

TO REQUEST A SPACE:

1. Read this document - the **Space Use Policy**.
2. Fill out the **Usage Request Form** and return to:
Visitor Center Manager
Alaska Islands & Ocean Visitor center
95 Sterling Highway, #1, Homer, AK 99603
Email: info@islandsandocean.org
Phone (907) 226-4619 . Fax (907) 235-7783

Reservations for space are guaranteed only when a confirmation letter has been issued. The letter will include any rental fee amount. Payment of the rental fee and cleaning deposit is due in full 14 days prior to the event. Make checks payable to: Alaska Geographic (separate check for cleaning deposit).

Cancellation Policy: Upon cancellation, fees will be returned minus any expenses incurred.

Guarantees: The user's authorized representative and the Visitor Center Manager must approve final plans 14 days prior to the event. This includes all arrangements for suppliers, subcontractors, musicians, deliveries, security services provided, clean-up plan, etc. Any changes requested within the 14-day period will be evaluated and reasonable efforts will be made to comply. Additional charges may be incurred as a result of these changes. The Center reserves the right to disallow any changes to the original plans.

Event Staffing: Islands & Ocean Visitor Center does not provide event staffing, only space. It is the responsibility of the user to provide staff for setting up, taking down, cleaning-up, running the event, monitoring event participants, and hiring **approved** (email: security@islandsandocean.org) building security staff.

Authorization: The user or organization must identify one person to coordinate the event details with the Visitor Center Manager. The designated person will have the authority to make an agreement for the Center's space rental/use. Prior to each authorized event a representative of the organization will be required to complete and sign a Space Use Request that authorizes the activities and notes any special conditions required of the user. The permitting process is intended to protect both the facility management and user from misunderstandings that could arise from simple verbal discussions and agreements.

Space Limitations and Hours: Users are permitted in only those area(s) specified in the signed permit. The number of guests must not exceed the maximum room capacity or the maximum number of guests specified by the permit. If last-minute guests are added who require additional accommodations and/or alternate space the permit may be renegotiated and rooms/rates adjusted accordingly. Events occurring during posted Visitor Center hours will incur the fees in the schedule below. Events occurring before or after posted Visitor Center hours will incur any expenses involved in hiring an approved security person as specified below. All activities, including clean-up, will be concluded by 10:00 p.m. The lobby and auditorium will not be available for rental during posted Visitor Center hours from April 1 through Labor day as it will be operating 7 days a week. The facility is closed and not available for rent on federal holidays. The Exhibit Hall will be accessible to guests after posted business hours by special arrangement only. Advance set up and take down arrangements must be scheduled through the Visitor Center Manager and may result in additional charges. It is the responsibility of the user to see that all guests adhere to the times and locations specified in the permit. Activities beyond the parameters of the permit will result in additional charges.

Space Name	Size	Daily Use Fees**
Seminar Room	Seating 50 (includes coffee bar equipment, whiteboards)	\$175 full day / \$90 half day \$175 partial day after hours
Class Lab	Seats 32 at work tables, may be divided into two equal rooms	\$200
Auditorium	Seating for 170 maximum (only 120 available during regular business hours) Max 260 people reception style: no chairs and up to 6 tables for refreshments	\$350 full day / \$150 half day
Lobby	Only available after hours	\$300
*Cleaning Deposit	Required for all events - separate check	\$50
* Classroom rental rate does not include use of lab equipment. The lab classroom is not available as a rental unless combined with a staffed educational program. Reconfiguration of the classroom is not permitted.		
* Users responsible for setting up chairs/tables in Seminar and Auditorium Room configuration; maximum occupancy must always be observed.		

Center Security: The user will be responsible for contracting for security at the Center for events held while the Visitor Center is closed to the general public. Security for the Center consists of an individual(s) not associated with the event who will be responsible for unlocking the facility prior to the event, disarming the alarm system, turning on lights, and monitoring hallways, lobby, exhibit hall, and entrance/exits at all times while the event is occurring. The Security personnel will be responsible for clearing the Center at the conclusion of the event. The Security personnel will turn off appropriate lights, lock all doors, and arm the security alarm system. Failure to have the appropriate Security Personnel in the submitted event plan will

result in denial of the event and space requested or reserved. Current rates are \$20/hour payable directly to the security contractor.

Security and A/V tech contractors can be reached by email: security@islandsandocean.org.

Property Damage: The user will be held financially responsible for any and all damage to the facility, grounds, exhibits, works of art, equipment or other Center property damaged by any member of the user group and/or subcontractor employed by the user group. All damage must be repaired to the satisfaction of the Visitor Center Manager. The Center is not responsible for the loss or damage to any property or liability sustained by members or guests while on the Center's property.

Children: Childcare facilities are not available. All children must be under the direct supervision of an adult and must remain in the same room that the function is being held in.

Decorations & Signs: Erecting or posting signs on the Center's property is prohibited. No material is to be fastened by any means to any wall surface, exhibit, ceiling or equipment without prior approval by the Visitor Center Manager. The contracting individual/organization is responsible for all cleaning charges resulting from decorations. The use of candles, or tossable materials such as balloons, confetti, rice, and birdseed are not allowed in the facility or on the grounds. Room arrangements must meet all fire, safety, and building code requirements for access and egress.

Green Requirement: REDUCE, REUSE, RECYCLE, COMPOST

Alaska Islands & Ocean Visitor Center has a comprehensive waste reduction program that all groups are required to participate in. Through reducing, reusing, recycling and composting we divert approximately 80% of our waste (by weight) from the local landfill. As you plan your event make sure that you:

- bring, or use our reusable supplies and facilities (Over 30 sets of complete dinnerware, including ceramic cups, glasses, flatware, and small and dinner-sized plates are available. Please ask to use them for your meeting and use our dishwasher in the seminar room for clean-up.)
- eliminate plastic water bottles by using our large Britta filtering water pitchers
- hot pots are available for making coffee or hot water for tea (be sure to bring your own tea, coffee grounds, sugar, and creamer)
- announce the following reminders at the beginning of your event:
 - Please take time to sort your trash into the appropriate containers.
 - Put only food waste, coffee grounds, used napkins & paper towels in compost.
 - Remove lids & caps and empty contents of beverage containers before recycling.
- *You're welcome to visit "recycling central" in the shipping/receiving room at the rear entrance. You just may learn something new...*

Clean Up: Cleaning will be the responsibility of the user, immediately following an event. Cleaning consists of collecting items left, emptying used trash cans, cleaning up all spills, stains, and discarded items in the Center and on grounds as a result of the event. Areas used for the event will have the floors swept and/or vacuumed. Any Center equipment such as tables, coffee makers, cups, glasses, or utensils shall be cleaned thoroughly and put away after use. All compost or recyclable materials shall be put in the proper receptacles. Garbage will be placed in the dumpster located near the service entry of the facility. Cleaning equipment and products will be provided as part of the use agreement. The Center does not provide any cleaning services; however, depending on the type and extent of an event we may require a contracted professional cleaning service as part of the Building Use Permit. A cleaning deposit equal to the rental fee is due at the same time as the rental fee. At the Visitor Center Manager's discretion, a walk-through inspection at the conclusion of the event may be required. Room set up and take down is the responsibility of the user organization.

tion/individual.

Media Coverage/photography: If media coverage is anticipated for any event, the client must obtain prior approval from the Visitor Center Manager. Images from the Center's works of art or exhibits may not be reproduced for profit or self-promotion without prior written approval of the Visitor Center Manager.

Vendors/suppliers: Users must provide the name, address, telephone number, and a contact person for every vendor/supplier providing service for a Center event. Accurate set-up times and other requirements must be confirmed in advance. The Visitor Center Manager reserves the right to refuse access to any vendors who do not meet the standards for goods and services deemed appropriate by the Center. Delivery arrangements for materials and equipment must be made in advance through the Visitor Center Manager.

Audio/Visual Services: The Center has limited audio/visual equipment available for meetings and presentations. Use arrangements must be made through the Visitor Center Manager, and any requested equipment is not reserved until confirmed in writing by the Visitor Center Manager. The Center is not equipped to handle photocopying, faxing or other business service needs.

Smoking/Open Flame: Smoking or the use of open flame, i.e. candles or sterno*, etc. is not permitted within the Center. (Exception – applicants may request permission in their Space Use Request to allow a professional catering service use warming devices.) If a fire or smoke alarm is activated, resulting in a false alarm during an event as a result of the user or user guest, the user will be charged a security system response fee of up to \$300.00.

Food and Beverage/Catering: Food service associated with meetings may be permitted but Banquet events are not permitted. There are no catering services or food preparation areas, or food storage areas available at the Alaska Islands & Ocean Visitor Center. The Center does have some serving tables and coffee service areas. Under no circumstances will food or beverages be allowed in the visitor center exhibit areas. An approved list of caterers is below, please contact the Visitor Center Manager if you wish to add a caterer not listed: Two Sisters Bakery, Fat Olives, Fritz Creek, Fresh Sourdough Express, or Cosmic Kitchen

Parking: Parking for center events can be a limiting factor in approving a request for use. The visitor parking area has approximately 65 parking spaces and the staff parking area has approximately 45 spaces. If it is obvious that an event will overwhelm the available parking we reserve the option to deny the use request. Other options may be available that will satisfy overflow parking and could include offsite arrangements, tour bus, car pooling, etc.

Bookstore Availability: If the user requests the Alaska Geographic bookstore to be open for their event and it is outside of posted Visitor Center hours, prior arrangements must be made with the bookstore manager, by calling 907-226-4618.



Requested Event Date: _____

Use Request

Today's Date: _____

Space Requested: (use a separate form for each room/date)

- Seminar Room Lab Classroom Auditorium Lobby

Organization Name: _____

Organization Address: _____

Organization is: Government Agency Non-Profit Professional Org.

Our mission: Supports Conservation (please write your org. mission below)
 Is not connected to the missions of the Refuge or Reserve

OFFICIAL USE ONLY
Room Host: _____
 Payment Received
 Cleaning Deposit Received
 BOOKED
Security/Bldg Attendent: _____

Number of People: _____ Name of Function: _____
(for the Islands & Ocean on-line calendar)

Event Day & Date: _____ Alternate Day & Date: _____

Event Start Time: _____ Event End Time: _____

Set-up/Arrival Time: _____ Clean-Up/Departure Finish Time: _____
(No earlier than 9am; no later than 10pm, including set-up and clean-up).

Meeting Coordinator: _____
Phone Number: _____ Fax Number: _____
E-mail Address: _____

Purpose of Event /description: _____
Catering: Yes No Company: _____

Equipment Selection: (We cannot provide computers, phones or internet except for USFWS and ADF&G events..
All rooms include built-in screens.)

Number of Chairs: _____ Number of tables: _____ (you will be responsible for set-up)
 LCD Projector Wireless Microphone DVD Player Equipment Subject to Availability

I have read, understand and agree to the terms and conditions outlined in the Alaska Islands & Ocean Space Use and Rental Policy. I understand that I am responsible for all set-up and clean-up of the space, and may be required to hire one or more Islands & Ocean approved security staff persons. I understand that the space is not reserved until confirmed in writing by the Visitor Center Manager.

Signature: _____ Date: _____

PLEASE FILL OUT FORM COMPLETELY. INCOMPLETE REQUESTS WILL NOT BE PROCESSED.