



Alaska Maritime National Wildlife Refuge

Space Use Policy



The Alaska Maritime National Wildlife Refuge's Islands & Ocean Visitor Center provides a unique setting for community events and functions. 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), the Kachemak Bay Research Reserve (University of Alaska), and NOAA, dedicated to understanding and conserving the marine environment. The facility may not be used for activities deemed inappropriate by Refuge Manager. 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 may use the Alaska Islands & Ocean Visitor Center:

- Government Agencies
- 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 groups.

TO REQUEST A SPACE:

1. Read this document - the **Space Use Policy**.
2. Fill out the **Use Request Form** and return to:
Alaska Maritime National Wildlife Refuge
Visitor Center Manager
95 Sterling Highway, #1, Homer, AK 99603
Email: alaskamaritime@fws.gov
Phone (907) 226-4675 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: U.S. Fish and Wildlife Service (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 Visitor Center reserves the right to disallow any changes to the original plans.



Event Staffing: Alaska 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 personnel.

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 Visitor Center’s space rental and 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 set-up and clean-up, will be conducted between the hours of 8:00am and 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	\$275
Lab Classroom	Seats 32 at work tables (may be divided into two equal rooms; 16 seats each)	\$315
Auditorium	Seating for 170 maximum Max 260 people reception style: no chairs; up to 6 tables	\$550 <i>(only 120 available during regular business hours)</i>
Lobby	Only available after hours	\$470

***\$50 Cleaning Deposit Required for all events - separate check**

**Lab 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.*

Building available between 8:00am – 10:00pm, including set-up and clean-up time.



Security: The user will be responsible for contracting for security at the Visitor Center for events held after hours. Security for the Center consists of approved individual(s) who:

- are not associated with or attending the event
- have an adjudicated U.S. Department of the Interior background check
- have been trained in building operations by the Visitor Center Manager.

Security personnel 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 Visitor 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 \$25/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 Visitor 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 Visitor Center is not responsible for the loss or damage to any property or liability sustained by members or guests while on Visitor Center 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 Visitor Center 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

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 plan for an announce reminders at the beginning of your event:

- 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 arrange use with Visitor Center Manager for your meeting. A dishwasher located in the seminar room is available for clean-up.)
- Please take time to sort your trash and recycling into the appropriate containers.
- Remove lids & caps and empty contents of beverage containers before recycling.
- Eliminate plastic water bottles by using our Britta filtering water pitchers.
- Hot pots are available for making coffee or hot water for tea (tea, coffee grounds, sugar, and creamer not provided).



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 Visitor Center and on grounds as a result of the event. Areas used for the event will have the floors swept and/or vacuumed. Any Visitor Center equipment including: tables, coffee makers, cups, glasses, or utensils shall be cleaned thoroughly and put away after use. All 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 Visitor Center does not provide any cleaning services; however, depending on the type and extent of an event the Visitor Center Manager 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/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 Visitor 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 Visitor 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 Visitor Center. Delivery arrangements for materials and equipment must be made in advance through the Visitor Center Manager.

Audio/Visual Services: The Visitor 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 Visitor 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 Visitor 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, food preparation areas, or food storage areas available at the Alaska Islands & Ocean Visitor Center. The Visitor Center does have some serving tables and coffee service areas. Under no circumstances will food or beverages be allowed in the 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, 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, carpooling, etc.

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





Alaska Maritime National Wildlife Refuge

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 Organization

Our mission:
 Supports conservation (write below)
 Is not connected to the mission of the Refuge

OFFICIAL USE ONLY
Room Host: _____
<input type="checkbox"/> Payment Received
<input type="checkbox"/> Cleaning Deposit Received
<input type="checkbox"/> Booked on Calendar
Security Personnel: _____

Event Title: _____

Purpose of Event: _____

Number of People: _____

Event Day & Date: _____

Alternate Day & Date: _____

Event Start Time: _____

Event End Time: _____

Set-up/Arrival Time: _____

Clean-up/Departure Time: _____

Event Coordinator: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Catering Company: _____

Equipment Request: (Event Coordinator Responsible for Set-up/Clean-up; Equipment Subject to Availability)

Chairs: (#) _____
 Tables: (#) _____
 LCD Projector
 Wireless Microphone
 DVD Player

I have read, understand, and agree to the terms and conditions outlines in the Alaska Maritime National Wildlife Refuge 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 approved security personnel. 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.

