



CITY OF UTQIAGVIK

"Farthest North Incorporated City"

REQUEST FOR USE OF CITY FACILITIES

**This application is not considered completed until all four of the following sections have been completed.
No Facility Use Application will be accepted for scheduling and approval after 4:30 pm.**

1. FILL IN THE BLANK AS COMPLETELY AND ACCURATELY AS POSSIBLE

Name of Sponsoring Organization:							
Mailing Address							
Primary Contact:							
Phone #:		Email Address:					
Facility Requested:	City Chambers*	Community Center	Piuraagvik	Roller Rink	Tupikpak	Youth Center	
Area(s) To be used:							
Nature of Activity:							
Expected Attendance:		Organization Form For	Individual	Non Profit	Profit		
Date(s) of Intended Use:		Date Confirmed	Staff Notice				
Time(s) of Intended Use:		Equipment Confirmed	Equipment Condition				

2. ADMINISTRATION WILL REQUIRE AN APPROVED SECURITY PLAN

1 st Security Name:		Phone #:	
2 nd Security Name:		Phone #:	
Cleaning Supervisor:		Phone #:	

- By signing below I/We acknowledge that all City policies, rules and regulations will be followed during the use of the facilities. I/We have read the rules, regulations and requirements printed on the reverse of this form.
- I/We understand that a Refundable Security Deposit in the amount of either \$100.00 or \$350.00 will be required in advance of any activity in addition to the rental cost identified in the payment schedule. The Refundable Security Deposit for activities in all facilities is \$100.00 with the exception of "Eskimo Dances" and "Lock-Ins at Piuraagvik, for which the fee is \$350.00. The deposit is completely refundable, except that any cleaning charges or damages will be deducted from the deposit

Signature:		Date:	
Representing:		Phone #:	

3. DATE & TIME EQUIPMENT NEEDED, COST, CLEAN-UP, SECURITY CONFIRMATION AND APPROVAL

Recreation Approval:		Date:	
Mayor Approval:		Date:	

4. USE IS NOT CONFIRMED OR FINALIZED UNTIL SECURITY DEPOSIT AND FACILITY USE FEES HAVE BEEN PAID IN FULL WITH ACCOUNTING

Deposit Paid:		Date:	Staff Initials:
Rental Paid:		Date:	Staff Initials:
Balance Paid:		Date:	Staff Initials:

Revised 9/24/2018-KKT

*Please notify the City Clerk when requesting to use the City Chambers and utilizing City Equipment



THE SPONSOR IS RESPONSIBLE FOR CLEANING THE FACILITY AFTER THE EVENT IS COMPLETED

1. The Facilities Use Permit does not authorize the use or operations of any City equipment other than that stipulated on the permit. The permit holder will be expected to furnish his/her own expendable supplies and will not make use of City equipment without prior approval.
2. If the facility is not used in accordance with hours shown or additional personnel are required, a revised bill will be issued to the Permit Holder.
3. Facilities Use Permit are limited to the specified room and rooms, during the hours and days specified. The permit holder shall ensure that the remainder of the building is not entered. Facilities will be opened at the time scheduled for the activity to begin and closed at the time scheduled for its conclusion.
4. In the event of damage to the facility or equipment (other than normal wear and tear) the Permit Holder shall accept the City of Barrow's estimate of the amount of same and shall pay all appropriate costs.
5. All organizations using the City of Barrow Facilities shall provide adequate adult supervision (security) which shall remain with the group during all activities and be responsible for the group's conformance with all appropriate rules and regulations, **including curfew regulations**.
6. No use of tobacco or possession of firearm, possession of intoxicating liquor or illegal drugs, fighting, betting, or other forms of illegal gambling will be allowed upon the City of Barrow premises or within any facility
7. The Permit Holder shall be responsible for the conduct and control of both patron and participants, and must comply with all applicable state and federal laws, city ordinances, City policies and permit conditions.
8. The City of Barrow will not be responsible for loss of personal property by individuals or groups attending activities when building is being used for activities under a Facilities Use Permit.
9. A Facilities Use Permit may be canceled if a facility is required for the City of Barrow use.
10. No Sub-Leasing of facilities shall be permitted
11. The Mayor or Recreation Director shall have the authority to impose reasonable conditions in additions to those specified in this section, where necessary.
12. The Permit Holder may not have no more than one permit active at any one time. (only 1 reservation)
13. Rental fee and Refundable Security/ Deposit of \$100.00 or \$350.00 must be paid prior to use of any City of Barrow Facility before permitting process is complete. Payment of cleaning deposit does not ensure approval of request. Cleaning deposit will be returned upon successful completion of clean-up check list.

INDEMNIFICATION

The USER assumes all responsibility and liability for the requested use and agrees to the fullest extent permitted by law, to defend, indemnify and hold harmless the City of Barrow, its elected and appointed officials, employees, and volunteers against any and all liabilities, claims, demands, lawsuits or losses, including costs and attorney fees incurred in defense thereof, arising out of or in any way connected or associated with this agreement.



FEE SCHEDULE FOR ALL FACILITIES

Non-Profit entities may request a “Fee Waiver Consideration” from the Mayor for facility usage. For the request to be considered by the Mayor, it must be in writing and received by the Mayor at least two weeks prior to the event detailing its purpose, as well as, potential participants. Considering the fact that the City of Utqiagvik is also a non-profit entity currently experiencing revenue declines, all Waiver Considerations will not be approved or granted.

Facility	Price Without City Equipment		Price With City Equipment
Piuraagvik			
Entire Facility:	\$200 per hour		\$250 per hour
Gym Floor:	\$50 per hour		\$75 per hour
Multipurpose Room:	\$50 per hour		\$75 per hour
Lock-In	\$350 Deposit		10:00 pm – 7:00am \$400.00
Roller Rink			
Entire Facility:	\$75 per hour		\$100 per hour
Birthday Party Rate:	\$100 per party *4 hour max*		\$150 per party *4 hour max*
Community Center			
Entire Facility:	\$200 per day	\$300 per night Bingo	\$150 per night (Wednesday)
Pool Hall Center			
Entire Facility:	\$50 per hour		NA
Youth Center			
Entire Facility:	\$75 per hour		\$100 per hour
Birthday Party Rate:	\$100 per party *4 hour max*		\$150 per party *4 hour max*
Lock-In	Security Deposit \$350		10:00 pm – 7:00am \$350.00
Council Chambers	\$300 Full Day		\$150 Half Day
Tupikpak	\$100 per hour		\$200 per hour



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Facility Clean-Up Check List

Sponsorship is responsible for cleaning the facility after the event is completed. This check list must be completed and submitted within ten days of the event to receive refund deposit.

ROLLER RINK

SPONSOR IS RESPONSIBLE FOR THESE RULES: NO ONE UNDER 18 YEARS OF AGE AFTER MIDNIGHT, MONITORING ALCOHOL CONTROL, SPONSOR IS RESPONSIBLE FOR INFORMING THE CITY STAFF WHEN YOU NEED ASSISTANCE FROM THE POLICE.

- Chairs away & wipe
- Wipe & put tables away
- Sweep Floor
- Mop Floor
- Sweep Ladies bathroom floor
- Mop Ladies bathroom floor
- Sweep Men's bathroom floor
- Mop Men's bathroom floor
- Pick up trash & put in dumpster outside

PIURAAGVIK

SPONSOR IS RESPONSIBLE FOR: NO STREET SHOES, NO FOOD OR DRINKS ON GYM FLOOR OR NO KIDS IN THE RACQUETBALL ROOMS, NO DUNKING OR HANGING ON RIMS, NO KIDS IN THE SAUNA AREA, SHOWER, WEIGHT ROOMS & EQUIPMENT AREAS.

- Roll up mats & put away, if used
- Put away chairs & wipe
- Put away tables & wipe
- Sweep entryway & snack area (all gray deck area)
- Mop entryway & snack area (all gray deck area)
- Sweep floor on basketball court, mop if needed
- Sweep floor on walkways, mop if needed
- Sweep boys bathroom floor
- Wipe down mirror, counter, and benches, remove all trash (in boys bathroom)
- Mop boy bathroom floor
- Sweep girls bathroom floor
- Wipe down mirror, counter, and benches, remove all trash (in girls bathroom)
- Mop girls bathroom floor
- Sweep bleachers & mop
- Empty trash cans & place in dumpster

COMMUNITY CENTER/TEEN CENTER

- Sweep the floor
- Mop the floor
- Put chairs away & wipe down
- Put tables away & wipe down
- Empty trash cans & bring to dumpster

INCIDENT REPORT: IF THERE IS AN INCIDENT PLEASE COMPLETE THE ATTACHED INCIDENT REPORT

YES NO

City Employee Name & Signature

Date

Sponsor Name & Signature

Date



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Incident Report

Incident Reports must be completed and submitted within 24 hours of the incident

Date of Incident _____ Time of Incident _____ Location of Incident _____

Type of Incident	Agency/Staff Notified	Injury
<input type="checkbox"/> Injury	<input type="checkbox"/> Police/911	<input type="checkbox"/> Patron Injury
<input type="checkbox"/> Security	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Staff Injury
<input type="checkbox"/> Accident	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Ambulance Transport
<input type="checkbox"/> Citizen Complaint/Concern	<input type="checkbox"/> Personnel	<input type="checkbox"/> First Aide provided by staff:
<input type="checkbox"/> Staff Complaint/Concern	<input type="checkbox"/> Risk Manager	<input type="checkbox"/> Ice Pack
<input type="checkbox"/> Damage to Equipment/Facility	<input type="checkbox"/> Mayor	<input type="checkbox"/> Band-Aid
		Other: _____

Person(s) Involved	Witnesses:
1 _____	1 _____
2 _____	2 _____
3 _____	3 _____

Summary of Incident:

Action Taken:

Staff Name _____ Staff Signature _____ Date _____

Sent To: _____ Title _____ Date _____

Reviewed By _____ Title _____ Date _____

