

Northwest Arctic Heritage Center

Space Use and Rental Policy

The Northwest Arctic Heritage Center (NAHC) provides a unique setting for community and agency events. The National Park Service interpretation program manager is responsible for permitting use of NAHC space. The lead park ranger will manage scheduling and coordination. To ensure the safety of our guests and preserve our fine facility and its collection of exhibits, the following policies and procedures will be strictly enforced, and it is the responsibility of the event organizer to inform the participants.

Use of this Facility

Appropriate

The NAHC is a facility owned and operated by the National Park Service (NPS). The mission of the NPS is protection, research, and interpretation of the natural and cultural resources of three national park units. Priority for use is given first to NPS sponsored events, then to outside events in support of the agency's mission. Other appropriate uses are those by federal, state, and local governments, Native/tribal governments, education organizations, and local non-profit community organizations. Any event that takes place must not interfere with normal NPS business and education operations.

Inappropriate

As a federal facility, the buildings and grounds belong to everyone. All events must be free, open to the public, and advertised as such. The facility may not be used for activities deemed inappropriate by the managers of the NPS. The building is a public facility, so private social events are not allowed. Commercial activities are only allowed when they are an incidental addition to a scheduled main event. Events that involve fundraising, gambling, solicitation, religious functions, and partisan political functions are in conflict with NPS ethics mandates and will not be approved. Other facilities in Kotzebue may be able to host these events, such as churches, National Guard Armory, NWAB school buildings, Chukchi College, Maniilaq Health Center, Nullagvik Hotel, and ATC. Occasional use by outside entities is acceptable. Requests on a regularly scheduled weekly, monthly or yearly basis will not be approved.

The following items are not allowed in the NAHC: alcohol, firearms, explosives, open flames (other than heating devices for food).

Available Space and Services

- Meeting room for 50-75 people. The maximum capacity is 75, but we suggest no more than 50. The table and chair arrangement may reduce capacity. A total of 42 chairs are available upon request.
- Public address (PA) system: two wired microphones with tabletop and floor stands.

- Conference phone.
- Digital projector and screen. Please note that the connection to the projector is through a HDMI cable. We have adapters available, but bring an adapter you know works with your device..
- Internet. Public WiFi is also available in the building, but please note that access and speed may be affected by weather or satellite connectivity.

Space Limitations and Hours

Users are permitted in only the area(s) specified in the signed permit. Use of the meeting room and lobby areas should not restrict public access to the exhibits, front desk, bookstore, and bathroom. The number of guests must not exceed the maximum room capacity of 75 people in the meeting room. All events will be concluded by 10:00 pm. The exhibit area will be accessible to guests. Advance set up and take down arrangements must be scheduled through the lead park ranger and take place during business hours. 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.

Event Staffing

The NAHC does not provide event staffing, only space. It is the responsibility of the user to prevent facility damage and provide staff for arranging materials, clean-up, running the event, and monitoring event participants.

NPS interpretive rangers are the staff members trained in NAHC operations and are usually present to manage activities during the event. Their regular work hours are from 8 am to 5 pm Monday through Friday. (Regular hours may be extended during summer months.) If the event, from setup to cleanup, takes place between 8 am and 5 pm Monday-Friday, no overtime (OT) will be charged. Depending on the complexity of the setup, other staff members may be available to provide access without incurring OT charges. When it is necessary, however, the current practice is to offer OT to the rangers to manage operations during evening events or in the morning before 8 am. If no one is willing to volunteer for the OT duty, then the event (or extra hours) is not approved.

Food and Beverage

Food preparation areas and food storage is available for the meeting room in a small, adjoining kitchen which includes a refrigerator, stove, and sink. All appliances must be emptied and cleaned as part of the use permit. Cleaning supplies are the responsibility of the user. The NAHC does have 12 serving tables but limited kitchenware. Under no circumstances will food or beverages be allowed in the exhibit area. Beverages containing alcohol are not allowed at NAHC events. Open flames are otherwise not allowed, but standard apparatuses to keep food at necessary temperatures may be used.

Audio/Visual Services

The NAHC does not provide a full complement of audio/visual equipment for meetings and presentations. A projection screen, projector, video conferencing bar, and public address system is all that is available. Users will need to supply their own A/V equipment including cables and other items. The NAHC is not equipped to handle photocopying, faxing or other business service needs.

Bookstore Availability

The Alaska Geographic bookstore will be open on a variable schedule to event participants dependent on staffing and seasons. If the user requests the bookstore to be open for their event outside of posted NAHC hours, prior arrangements must be made to pay OT for staff to attend to duties of cashier. This extra duty is optional for staff, and as such, staff cannot be guaranteed.

Parking

Parking space at the NAHC is limited to 10-15 vehicles. Large groups need to arrange their own carpooling services or offsite parking.

Client Supplies

The NAHC does not supply any office supplies (flip charts, dry erase markers, tape, staplers, etc.) or A/V equipment other than one projection screen, projector, video conferencing bar, and a public address system.

Decorations

The NAHC does not allow any material to be fastened by any means to any wall surface, exhibit, ceiling or equipment without prior approval by the lead park ranger. The contracting individual/organization is responsible for all cleaning charges resulting from decorations. The use of candles, open flames, or tossable materials such as balloons, confetti, rice, and birdseed in the facility and on the grounds is not allowed. Room arrangements must meet all fire, safety, and building code requirements for access and egress.

Smoking

The NAHC, entryways, parking area, and surrounding grounds are all smoke free. Smoking and cigarette butt litter are prohibited. It is the responsibility of the event organizers to ensure that all attendees comply by moving outside of the NAHC property to smoke.

Children Services

Childcare facilities are not available. All children must be under the supervision of an adult while in the NAHC.

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 NAHC 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 park managers. The Center is not responsible for the loss or damage to any property or liability sustained by members or guests while on the NAHC property. The lead park ranger will assess the facility condition after events and confer with the interpretation program manager about damage fees, which will be added to the bill of collection as necessary. There will be no fee if the facility is left in satisfactory condition.

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 NAHC and on NAHC 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. The NAHC does not provide any cleaning services; however, depending on the type and extent of an event NAHC staff may require a contracted professional cleaning service as part of the Special Use Permit that authorizes a specific use. At the lead park ranger's discretion, a walk-through inspection at the conclusion of the event may be required. NAHC staff will set up and take down the PA and A/V system. All other room set up and take down is the responsibility of the user organization/individual.

Space Rental Rates

The NPS may recover from the permitted user all agency costs incurred in processing the application, and monitoring the permitted activity if the request is approved. Users may be responsible for reimbursing the park for all costs incurred by the park in processing the application (even if the application is denied) and monitoring the permitted activity and subsequent site restoration if necessary.

NPS reserves the right to adjust the fee schedule for any event. Cost calculations will include the time of the event itself, plus any prep and clean up time the day(s) of the event. Authorized prep and clean up by a few individuals on days before/after the event will not be calculated in the cost, as this is typically a negligible use of facility resources.

In certain circumstances, the Superintendent may choose to not collect cost recovery. A decision to not collect cost recovery may be appropriate in any of the following circumstances: • Charging and collecting are not cost-effective, or • The Superintendent wishes to waive costs and fees as a courtesy to a foreign government, or • The permittee is a state, local, or Federal agency on official business, or • The Superintendent determines the proposed use will promote the specific mission of the park.

Set Cost for All Rentals

- Permit Fee \$150.00
 - Permit includes \$50.00 application fee for the processing of the application, permit and payment. Application fee is waived the cost of recovery is waived by the Superintendent or their designee.

Additional Costs may include:

- Overtime (before 8 am, after 5 pm) = \$45/hr
- Additional cleaning fee = \$100/day (charged if facility left in unserviceable condition)
- Damages as assessed

Authorization

The user or organization must identify one person to coordinate the event details with the lead park ranger. 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 sign a Special Use Permit that authorizes the activities. They will also sign a page of stipulations that lists approved activities and conduct. The permitting process is intended to protect both the facility management and user from misunderstandings that could arise from simple verbal discussions and agreements. The permit will be issued before the event and a bill of collection will be sent to the user/organization after the event.

A special use permit will be prepared for organizations that are assessed a use fee and for organizations that are not assessed a use fee. When events are co-sponsored by the park, no fee is charged to the outside organization. However, a permit will still be created and signed by the organization to remind them of their liability for facility damage. A fee to cover that damage will be sent in a bill of collection after the event. On case basis an outside organization who wants to do an educational program on a subject relevant to NPS resources can use space in the NAHC for no fee and no permit is required. Park staff will arrange their schedules to cover this co-sponsored event. In summary:

For a meeting, non-NPS related topic - permit and fee required. OT charge for outside business hours.

For a meeting, NPS related topic – permit, no fee required. OT charge for outside business hours.

For an educational program, NPS related topic – no permit, no fee. No OT charge for outside business hours.

The superintendent has delegated authority to approve/disapprove applications to the interpretation program manager. The superintendent and the administrative officer can fulfill this duty in the absence of the interpretation program manager.

Space Rental Reservation/Deposit

Reservation for NAHC space is guaranteed only when both parties have signed the permit. Payment in full of the rental fee and any damage/cleaning fee is due upon receipt of the bill of collection. Payment may be made by check or money order to the National Park Service. Credit cards cannot be accepted for payment at this time.

Guarantees

The user's authorized representative and the lead park ranger must approve final plans 7 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 7-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 NAHC reserves the right to disallow any changes to the original plans.

Cancellation Policy

Upon cancellation, processing fees will be invoiced.

Payment of Fees

Fees can be hand delivered to:

Northwest Arctic Heritage Center
171 3rd Avenue
Kotzebue, AK

Fees can be mailed to:

National Park Service
PO Box 1029
Kotzebue, AK 99752