



## **EAGLE RIVER NATURE CENTER Eagle River Nature Center**

32750 Eagle River Road, Eagle River, Alaska 99577

907 694 2108 Telephone 907 694 2119 Facsimile

Non-profit Tax ID: 92-0156981

### **FACILITY USE POLICIES for MAIN BUILDING**

#### **SECTION ONE: Description of the Facility and Allowable Use**

The facility use permit is for the use of the following areas ONLY:

1. The main interior lobby/display area and public restrooms. This space is approximately 800 square feet (26 ft X 36 ft). The two triangular display panels are movable to the corners of the space. The couches may be moved against the walls, but cannot be removed from the space. The "Close Up Corner" and sales space are off limits. Only main counter area may be used by request. Candy counter and beverage table cannot be cleared.
2. The exterior deck. Please be aware that the public may use the exterior at all hours. The walkways to the trailhead may not be closed off. Barbeque use requires a separate permit.
3. All administrative areas are off limits. No cooking or food preparation is allowed in the kitchen, because the facility does not have a health permit from the Municipality. All food must be pre-prepared or catered and must be brought in through the main entrance door. The permittee is responsible for notifying caterers of these policies.
4. Excessively loud music is not permitted inside or outside the facility.
5. The facility is available for non-profit organizations only or for special Nature Center permitted events only. The main building is not available during hours open to the public or when staff or volunteer training is taking place. A group may use the facility no earlier than 8am and no later than 11pm.

#### **SECTION TWO: Use of the Facility By the Permittee**

The permittee agrees that the facility:

1. Shall not be used for any illegal purposes
2. Shall not be used in any manner for which it was not designated or built. Maximum allowable building occupancy is 75 occupants.
3. Shall not be used in a negligent manner.
4. Will not be used by any other persons without the permission of the manager.
5. Will be left in the same state as it was obtained, i.e. carpet in the same condition, displays in the same condition, etc. Any repairs needed for damage caused by the permittee will be paid by the permittee and any significant stains to the carpet will require forfeiture of the cleaning deposit.
6. Will be free of alcohol unless stipulated at the time of the agreement by the permittee. The Eagle River Nature Center is required to obtain written approval from the Director of the Alaska State Parks if alcohol is to be served.

#### **SECTION THREE: Permit Fees**

\$75.00 cleaning deposit must be obtained to secure the date of the permit. This deposit will be forfeited in the event of a cancellation up to seven calendar days prior to the permit date. The manager shall return \$50.00 of the deposit if cancellation is made 8 calendar days prior to the permit date. The deposit will be returned after the facility has been inspected by the manager for any damage (see above Section Two (f)).

\$25.00 per hour for non-profit groups/organizations. Full payment must be received 5 days prior to facility use. Payment may be made by cash, check or credit card (Visa or MasterCard only). This fee includes set-up and clean-up time.



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### SECTION FOUR: Permittee Access to the Facility and Security

The permittee is required to contact the center manager at 694-2108 to arrange access to the facility. In most cases the permittee will be required to obtain a key from the Nature Center 24 hours prior to use.

### SECTION FIVE: Indemnification

The permittee shall indemnify, hold harmless and defend the manager from and against any claim of or liability for error, omission, or negligent act of the permittee under this permit. The permittee shall not be required to indemnify the manager for a claim of or liability for the independent negligence of the manager. If there is a claim of or liability for the joint negligent error or mission of the permittee and the independent negligence of the manager, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Permittee" and "manager" as used in the stipulation include members of the permittee's party and the employees, agents and other contractors who are directly responsible, respectively, to each. The term " independent negligence" means other than the manager's decision to permit the permittee.

### SECTION SIX: Facility Closing Instructions

The permittee is responsible for arranging the cleaning and securing the facility when finished with its use. The following must be completed:

- Windows and main doors secured before leaving the building. Arrangements for key must be made with the manager.
  - Trash disposed in waste containers and full bags tied and left near back door. No more than 4 large 55 gallon trash bags are allowed. All additional bags must be removed by renter.
  - Carpet cleaned as required per agreement (same condition).
  - Surfaces cleaned (which were used).
  - Restrooms left in same condition.
  - Folding tables and chairs folded and stacked near front counter.
  - Stove properly secured and safe if used.
  - All lights switched off.
  - All personal belongings collected.
  - Key dropped in parking fee box at main entrance (outside) after building has been checked and secured.
- A non-profit friends group takes care of this facility.

Thank you for helping us keep it clean.

Eagle River Nature Center " [www.ernc.org](http://www.ernc.org) " E-mail: [info@ernc.org](mailto:info@ernc.org)

32750 Eagle River Road Eagle River, AK 99577 (907) 694-2108