



CITY OF UTQIAGVIK

"Farthest North Incorporated City"

REQUEST FOR USE OF CITY FACILITIES

This application is not considered finished until all four of the following sections have been completed.

No Facility Use Applications will be accepted for scheduling, payment and approval after 4:00 pm.

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

Name of Sponsoring Organization: _____

Mailing Address: _____

Contact Person: _____ Phone #: _____ Email: _____

Facility Requested (Check One)

Roller Rink Piuraagvik City Chambers Teen Center Community Center Tupikpak

Area(s) to be used : _____

Nature of Activity (Please describe fully): _____

Expected Attendance: _____ Organization Form For: Individual. Non Profit. Profit.

Date(s) of Intended Use: _____

Time(s) of Intended Use: _____

Date Confirmed _____ Staff Noticed

Equipment Confirmed Equip Condition

Equipment Needed: _____

2. FACILITY RENTER MUST PROVIDE AN APPROPRIATE SECURITY PLAN BEFORE APPROVAL

1st. Security Name: _____ Phone # _____

2nd. Security Name: _____ Phone # _____

Clean Up 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 and Teen Center, 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. USE IS NOT CONFIRMED OR FINALIZED UNTIL SECURITY DEPOSIT AND FACILITY USE FEE HAVE BEEN PAID IN ACCOUNTING

DEPOSIT PAIDED: \$ _____ DATE: _____ STAFF INITIALS: _____

RENTAL PAIDED: \$ _____ DATE: _____ STAFF INITIALS: _____

BALANCE DUE PAIDED: \$ _____ DATE: _____ STAFF INITIALS: _____

4. DATES, TIMES EQUIPMENT NEEDED, COST, CLEAN-UP, & SECURITY CONFIRMED AND APPROVED

Recreation Approval: _____ Date: _____

Mayor's Approval: _____ Date: _____

****THIS IS A MUST****

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

CLEAN UP CHECK LIST – TO RECEIVE REFUND DEPOSIT

(This Cleanup Checklist must be returned within ten days of 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 KNOW 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 FILL OUT THE FORM ON THE BACK

YES NO

City Employee Signature

Date

Sponsor Signature

Date

FEE SCHEDULE FOR ALL FACILITIES

for City of Utqiaġvik

Non-Profit entities may request a “Fee Wavier 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 Utqiaġvik is also a non- profit entity currently experiencing revenue declines, all Waivers Consideration requests will not be approved or granted.

Piuraagvik entire facility:	\$200 per hour w/o City equipment	\$250 per hour with City equipment	
Gym Floor	\$50 per hour w/o City equipment	\$75 per hour/with City equipment	
Multipurpose Room	\$50 per hour w/o City equipment	\$75 per hour/with City equipment	
Lock-in	Security Deposit \$350.00	Rental \$400.00 (10pm to 7am)	
Roller Rink	\$75 per hour w/o City equipment	\$100/per hour with City equipment	
* Birthday Parties Only	\$100/party w/o equipment ** 4Hr Max**	\$150/party w/equipment ** 4Hr Max **	
Community Center	\$200/day	\$300/night Bingo	150/night Wed
Pool Hall Center	\$50 per hour w/o equipment		
Teen Center	\$75 per hours w/o equipment	\$150 per hour with City equipment	
Lock-in	Security Deposit \$350.00	Rental \$350.00 from (10pm to 7am)	
* Birthday Parties Only	\$100/party w/o equipment **4Hr Max**	\$150/party w/equipment ** 4Hr Max**	
Council Chambers	\$300 full day	\$150 half day	
Tupiqaq	\$100 per Hour w/o City equipment	\$200 per Hours w/City equipment	