



## Facility Use Request Form

Fairbanks Pipeline Training Center

3605 Cartwright Court, Fairbanks, AK 99709

Contact: Kassi Graves

Phone: 907-455-1234/Fax 907-455-1235

[info@fairbankspipelinetraining.com](mailto:info@fairbankspipelinetraining.com)

Please complete the information below and return to the above email address. **We will notify you if your event has been approved.**

Our hours of operation are 8:00 am - 5:00 pm. Events will not be scheduled to begin prior to 8:00 am.

Date Submitted: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

### Contact Information

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

Title of Event/Function: \_\_\_\_\_

Date of Event/Function: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

Set up date: \_\_\_\_\_

### Purpose of Request:

- |   |                                  |                                     |
|---|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Training Class | <input type="checkbox"/> Meeting | <input type="checkbox"/> Conference |
| <input type="checkbox"/> Business       | <input type="checkbox"/> Private | <input type="checkbox"/> Camp       |

### Space/Services Requested:

- |  |   |
|--|---|
| <input type="checkbox"/> North Hall (\$500/day)  | <input type="checkbox"/> Classroom (\$250/day) *15-20 People MAX*     |
| <input type="checkbox"/> South Hall (\$500/day)  | <input type="checkbox"/> Shop Space (\$500/day) BLDG _____ SHOP _____ |
| <input type="checkbox"/> Both Halls (\$1000/day) | <input type="checkbox"/> Camp/Dormitory (\$200/room)                  |

## Technology Needs:

Wireless Internet Access

Projector

Sound System/Microphone

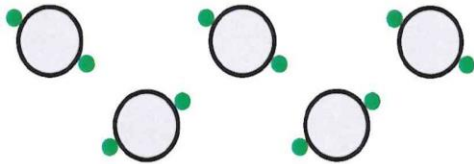
\*\*\*\*\*You must make arrangements to meet with our tech staff at least ONE DAY PRIOR to your event to ensure that your laptop is compatible with our system.

## Room Set-up Requirements for Hall

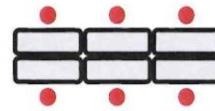
Number of tables: Round (5 foot): \_\_\_\_\_ Rectangle (6 foot): \_\_\_\_\_ Numbers of chairs: \_\_\_\_\_

(Please note that depending on the number of attendees, not all set-up configurations will be available due to size constraints).

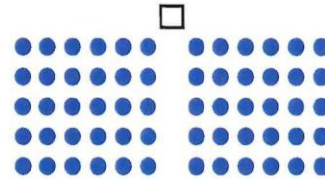
Banquet Style



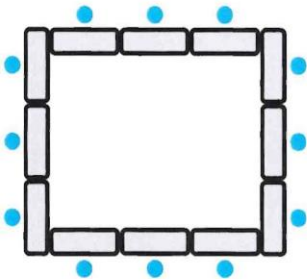
Conference Style



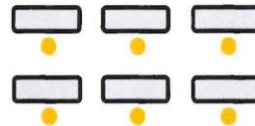
Auditorium Style



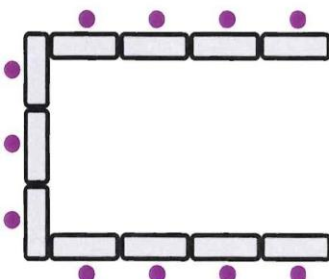
Hollow Square Style



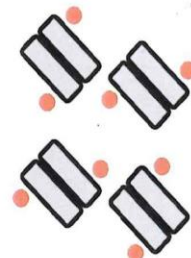
Classroom Style



U-Shape Style



Pod Style



## **Acknowledgment and Agreement**

The user must provide a certificate of their insurance policy and name the Fairbanks Pipeline Training Center Trust as an additional insured that shall include the following language:

“Certificate Holder to be named Additional Insured with regard to General Liability and Auto Liability and a Waiver of Subrogation shall be issued with regard to General Liability, Auto Liability and Workers’ Compensation. If Leased/Rented or Scheduled Equipment is applicable: Certificate Holder to be named as Additional Insured with regard to General Liability and Loss Payee with regard to Physical Damage of leased/rented or captioned equipment.

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Name

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Signature

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Date

## WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT

The undersigned hereby waives any and all claims that could otherwise be asserted against the Fairbanks Pipeline Training Center Trust (the Trust) in connection with the undersigned's use of the Trust's training facility on \_\_\_\_\_, \_\_\_\_\_, including but not limited to any claim for damages or other monetary relief for any injury to any person or property alleged to have occurred at or in connection with the undersigned's use of said facility. The undersigned further releases the Trust and agrees to hold it harmless from any and all such claims.

The undersigned further agrees to indemnify the Trust against any loss resulting from the undersigned's use of the facility, including but not limited to any damage to the facility or any of the property or equipment therein, and agrees to provide proof of "special events liability" or similar insurance with policy limits of at least \$1 million (one million dollars) per occurrence and \$2 million (two million dollars) in the aggregate insuring the Trust against such loss.

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Name of individual or Organization

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Signature

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Title (if user is an Organization)

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Date

Fairbanks Pipeline Training Center  
3605 Cartwright Court, Bldg. C  
Facility Use Policy

**Location: Fairbanks Pipeline Training Center,  
3605 Cartwright Court, Building C, Fairbanks, Alaska 99709  
Contact Information: Kassi Graves/907-455-1234**

**Please Initial:**

**General Information**

\_\_\_\_\_ This is a non-smoking facility; no smoking is allowed inside the facility. Please smoke outside in the designated area only located out the southwest double doors (at the back of the building). The area is clearly marked in the parking lot. Please discard of cigarettes in the container provided.

\_\_\_\_\_ Restrooms are located on the ground floor opposite the lobby double doors. Please mention to guests that you expect the restrooms to be left in the same condition when they leave.

\_\_\_\_\_ There is an AED on the 1st floor on the wall by the reception area, and a First Aid station located on the back side of the dividing wall.

\_\_\_\_\_ Guests may not park in the area designated Michael Baker (which is the whole front row to the right of the main entrance doors).

\_\_\_\_\_ Please keep our facility clean. Please clean up any spills or messes that you make as soon as possible and notify FPTC Staff right away.

\_\_\_\_\_ Please make sure that diesel vehicles are not left running near the front doors of the building.

\_\_\_\_\_ If you have any problems or questions, please contact FPTC Staff.

\_\_\_\_\_ **IN THE EVENT OF A FIRE, EVACUATE AND MEET OUTSIDE BUILDING E.**

\_\_\_\_\_ FPTC reserves the right to cancel any event.

**THE WIRELESS NETWORK IS FPTC Guest  
WIRELESS PASSWORD IS 907Pipeline**

Thank you!