

**FAIRBANKS NORTH STAR BOROUGH  
PARKS & RECREATION DEPARTMENT/BIG DIPPER ICE ARENA**

1920 Lathrop Street P. O. Box 71267 Fairbanks, AK 99707  
Phone (907) 459-1070 Fax (907) 459-1072  
parks@fnsb.us

**APPLICATION & PERMIT FOR USE OF FACILITIES**

\*Reservations will only be accepted at the Administration Office at the Big Dipper.

Pavilion Reservation Fee: \$30 up to 4 hrs  
\$50 over 4 hrs

Parks Reservation Fee: \$20 up to 4 hrs  
\$40 over 4 hrs

Refunds are available up to 48 hours prior to event.

Date of Use: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Pavilion Reservations	Park Reservations
<input type="checkbox"/> *Bernice Allridge Park	<input type="checkbox"/> *Centennial Bridge <input type="checkbox"/> *Slaterville Park
<input type="checkbox"/> Fairbanks Lions Recreation Area	<input type="checkbox"/> *Graehl Park <input type="checkbox"/> *Weeks Field/Wien Park
<input type="checkbox"/> *Fun Time Park	<input type="checkbox"/> *Griffin Park
<input type="checkbox"/> Growden Park	<input type="checkbox"/> *Myrtle Thomas Park
<input type="checkbox"/> *Kiwanis	<input type="checkbox"/> (Other) _____
<input type="checkbox"/> Nussbaumer Park	Not all parks are reservable, please contact the parks office for a complete list.
<input type="checkbox"/> *South Davis Park	
<input type="checkbox"/> *South Fairbanks Park	
<input type="checkbox"/> *Snedden Memorial Park	
<input type="checkbox"/> Tanana Lakes Picnic Area	
<input type="checkbox"/> *Veteran's Memorial Park	

\* Alcohol may not be possessed or consumed in the parks listed above with \* per FNSB C.O. 9.04.030 - Consumption, Possession of Alcohol in Borough Parks. A violation is punishable by a fine of up to \$500.00.

EVENT/PURPOSE \_\_\_\_\_ \*\*NUMBER IN ATTENDANCE \_\_\_\_\_

NAME/ORGANIZATION \_\_\_\_\_

ADDRESS (HOME/BUSINESS) \_\_\_\_\_

PHONE # (HOME) \_\_\_\_\_ (BUSINESS/CELL) \_\_\_\_\_ Email \_\_\_\_\_

SPECIAL REQUIREMENTS \_\_\_\_\_

- The undersigned, duly authorized on behalf of the applying organization or person, hereby certifies that said organization or person will abide by the policies and procedures governing the use of the reserved facility as defined in the Parks and Recreation Department Rules and Regulations.
- The Parks & Recreation Department reserves the right to reschedule any organization or person due to unavoidable emergency situations.
- This application is used to advise staff of your intended use of the facility on a certain date.
- This application and permit is for reserving space only at the above mentioned locations.
- Make sure that facilities are clean and left how they were found. Report any concerns to the FNSB Parks and Recreation Department at 459-1070.
- **\*\*FOR EVENTS OVER 200 PEOPLE you need to pay a special event fee. Please read the back of this application for more information.**

**BOUNCE HOUSES & AMPLIFIERS ARE NOT AUTHORIZED AT ANY TIME**

**ALL SPECIAL ACTIVITIES MUST RECEIVE PRIOR APPROVAL**

- **IS THIS EVENT A WALK OR RUN? PLEASE READ THE BACK OF THIS APPLICATION**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT#: \_\_\_\_\_

APPROVAL: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
FNSB Director or Designee Signature DATE: \_\_\_\_\_

**EFFECTIVE 7/1/2014**

The Fairbanks North Star Borough Assembly approved the special event fee in the 2014/15 Budget as follows.

**Special Event Fee**

*This new fee will help offset the costs associated with set-up and clean-up of the facilities. During large events it is expected that the facility be left in the same condition as it was when reserved.*

***Terms and Conditions:***

- *For booked events with 200 or more people in attendance the fee is \$1.00 per person. This is in addition to the facility reservation fee. For example; a reservation fee under four(4) hours is \$30.00. There are 400 in attendance, the total rental would be 200 attendees that are not included in the reservation fee total cost \$230.00*
- *1-200 is included in pavilion reservation*
- *201 or more is \$1.00 per attendee*
- *No refunds will be issued*
- *This fee can be negotiated up to 75% off in exchange for services such as; user renting port-o-potties, providing extra garbage cans and then for clean-up leaving the facility in the same condition prior to rental.*

***By signing below I agree to the terms and conditions as stated above. I further understand no refunds will be issued.***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

**WALK/RUN EVENTS ONLY:**

*All walk/run events shall insure that only paint of a non-permanent nature, such as a water soluble chalk based paint, shall be used when applying directional and event specific information to interior Park walk/road ways and the bike path. All costs incurred by the FNSB associated with removal of permanent paint will be billed to the Permittee and Permittee agrees to pay those costs within 15 days of receipt of the bill.*

***By signing below I agree to the terms as stated above.***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_