

# YUKON BERINGIA INTERPRETIVE CENTRE INTERNAL POLICY

<b>SUBJECT:</b>	Yukon Beringia Interpretive Centre Facility Use Policy
<b>Effective Date:</b>	Immediately
<b>Related Policies/Procedures:</b>	N/A
<b>Distribution:</b>	Department, Museums Unit Clients, All Users

## **Purpose:**

This policy describes the use of the public areas of the Yukon Beringia Interpretive Centre (YBIC). Exceptions to this policy can only be made at the discretion of YBIC management.

## **1. Definitions**

*Yukon Beringia Interpretive Centre (YBIC)* – refers to the Yukon Beringia Interpretive Centre building and grounds, as operated and maintained by the Government of Yukon, Department of Tourism and Culture, located at km 1423 Alaska Highway, Whitehorse YT.

*Public areas* – refers to publicly accessible areas of the YBIC, including the Atrium, Great Hall, Exhibit Hall, Theatre, restrooms, and grounds.

*YBIC management* – refers to the Manager, Museums Unit, the Manager, YBIC, and the Program Coordinator.

*Public use* – refers to all use of public areas of the YBIC, including visitation during normal operating hours, special programs and facility rentals for private and public events.

*Renter* – refers to individuals, organizations or companies other legal entities who have entered into a Rental Agreement with the Government of Yukon (YG) for use the YBIC facilities for public or private events.

## **2. Facility Use Mandate**

YBIC is dedicated to the presentation and preservation of the First Nations and scientific history of the vast sub-continent called Beringia. The core mandate for facility use of the YBIC is to support the visitation of the general public during regular operational hours, and for YBIC hosted programs.

- The public areas of the YBIC will be open during posted hours and will not be closed, or blocked, for private functions unless approved by YBIC management.
- The public will not be turned away from the YBIC unless inappropriate behaviour is exhibited. Examples of such behaviour include, but are not limited to, disruptive activities, discriminatory activities, illegal activities or threats to people, programs or facilities.

The YBIC is also an active community space, providing a popular venue for a wide variety of community activities and private functions. Restrictions on the use or rental of the facility must be in accordance with the principles of fundamental justice and will only be imposed when the intended use is not in the interests of the public good or contravenes the facility mandate.

### 3. Collections Care

As a core principle of the YBIC mandate, the YBIC is committed to the preservation of the archaeological and palaeontological history of Beringia. Through the planned development of exhibits and the proper handling and care of specimens, artifacts, and artworks the YBIC ensures the preservation of these objects.

While vandalism is rare, unintentional harm can occur when people touch exhibit materials, unintentionally move cases, or accidentally spill food or drink. Many YBIC displays are open, meaning that they are also vulnerable to animal and insect pests, and proper procedures must be followed to minimize the risk of infestation.

#### (1) Object Handling and Exhibit Cleaning

Collection items are not to be touched or handled by anyone who is not a trained and authorized YBIC or YG staff person, or their designates. The exhibits must not be cleaned by anyone who has not been given an orientation as to what can and cannot be cleaned by standard practices.

#### (2) Food and Drink

Food and drinks are permitted within the Great Hall and Theatre areas. For facility rentals, permission to serve food and drinks in the Exhibit Hall may also be authorized, at the discretion of the YBIC management.

All food and drink waste must be placed in the appropriate bins (garbage, compostables, recyclables), and any dropped or spilled material must be cleaned up immediately. To ensure the safety of collections, garbage, compost and recyclables must be removed from the premise in a timely fashion.

Outside picnic spaces are provided for public use. To minimize wildlife attractants, all garbage, compostables and recyclables must be cleaned up and placed in available bins immediately after use of picnic areas.

#### (3) Materials Entering the Building

To ensure the safety of our exhibits and collections, all organic (non-food, non-consumable) materials entering the YBIC need to be approved by the YG Museums Unit conservator, and be inspected by YBIC staff. For materials that are difficult to inspect, the YBIC management may require that materials be frozen for a period of at least 2 weeks prior to being brought to the YBIC.

To minimize pest control problems, doors to the centre should not be propped open for longer than it takes to move items into or out of the YBIC.

Programming materials used outside must be frozen for no less than 2 weeks, prior to use within exhibit halls. Programming materials used on a frequent basis may be stored in the loading bay for future outdoor use, without freezing requirements.

Helium balloons are not permitted in the centre as escaped balloons can be difficult to retrieve from the ceilings, and may cause damage to ventilation and lighting. Open flames are not permitted within the facility or on facility grounds.

(4) Art, Crafts and Worksheets in Galleries

Any arts or crafts occurring within the exhibit halls, and requiring more than pencil and paper must be approved by the YBIC management prior to use.

Any craft materials that are a potential food source for rodents or insects must be frozen prior to being brought to the centre, and must be kept in sealed containers. All clean-up must be completed promptly following the activity and must be approved by YBIC staff.

Artists wishing to work within the facility or on facility grounds must receive prior permission from the YBIC management.

(5) Filming

All requests for filming for commercial or professional screen productions must be directed towards the YBIC management.

The preservation of collections and safety of exhibits must always be the primary consideration when filming. Any lighting, electrical and or exhibit case relocations must be discussed and approved by the YBIC management.

YBIC staff reserve the right to terminate or postpone a filming session, if there is reasonable cause to fear the centre's exhibits and collections will be or are being damaged.

#### 4. Facility Rentals

YBIC and Department of Tourism and Culture activities take priority during regular operating hours. Otherwise, facility rental bookings will be reviewed and considered based solely on the order in which they were received.

Facility rental bookings can be made by the YBIC Manager or the Program Coordinator. If unavailable, the Manager, Museums Unit may also approve rental bookings. No other staff are authorized to confirm bookings.

(1) Facility Rental Agreement

Facility rental bookings are made by completing a signed *Yukon Beringia Interpretive Centre Facility Rental Agreement* and submitting it to the YBIC management. Once completed, the Renter is agreeing to all terms set out in the "Agreement Conditions for Facility Rentals" section and this Facility Use Policy.

(2) Approval of Rental Bookings

Facility rental bookings will be reviewed by the YBIC management to ensure compliance with the YBIC facility use mandate. Facility rental requests will only be refused if the private or public event poses a threat to the YBIC collections, is not in the public good, or there is insufficient staff to operate the facility for the requested time.

During facility rentals, the YBIC staff are authorized to ensure the safety of the facility, its exhibits and collections, and the public. Should concerns arise, the Renter must adhere to the recommendations put forward by the YBIC staff.

### (3) Fees

Private and public functions other than those produced in house by the YBIC, by the Department of Tourism and Culture, or by approved Yukon heritage organizations (see Appendix 1), are subject to a rental use fee. All fees are paid to the Government of Yukon.

The YBIC may waive fees for partnership opportunities that are mutually beneficial and support the centre's mandate.

### (4) Food and Drink for Facility Rentals

When serving food and drinks during facility rentals, the following conditions must be met:

- Food garbage and residue must be cleaned up immediately after events to reduce the chances of pest infestation. The Renter must remove garbage from the building at the conclusion of the event. Spills must be thoroughly cleaned and sanitized.
- Compost bins are provided, and the Renter must remove all compostables immediately at the conclusion of the event.
- Recyclable materials must be cleaned and rinsed before being put in the appropriate recycling bins.
- The Renter is responsible for cleanup and removal of all food garbage, residue, compostables and recyclables.

When serving alcoholic beverages during facility rentals, the following conditions must be met:

- The Renter is responsible for obtaining appropriate permits from the Yukon Liquor Corporation.
  - The YBIC management will complete an "Authorization to Serve Alcohol" form and submit to the Yukon Liquor Corporation. This form is required before a liquor permit can be issued.
- The Renter must, at their own expense and without limiting its liabilities herein, insure its use of the YBIC facility under a contract of General Liability Insurance in an amount not less than \$1,000,000 inclusive per event, insuring against bodily injury, personal injury, property damage including loss of use thereof and host liquor liability. Such insurance shall include employees, volunteers and the Government of Yukon as additional named insured.
- The YBIC management must review proof of insurance prior to the Renter's use of the facility.

### (5) After Hours Facility Use

The following guidelines are meant to ensure that the security of the YBIC is maintained and that the YBIC is ready for public visitation following private or public functions. The Renter is responsible for the following:

- Set-up and dismantling for after-hours functions must not interfere with normal operations of the YBIC during regular operating hours.
- Any set-up or take-down occurring during regular operating hours must receive prior authorization from YBIC Management.
- The building must be ready to open to the public by 9:00 a.m. the following morning.
  - All public areas must be cleaned.
  - All furniture used for the event must be put away or removed from public areas.

- All decorations must be removed, including any tape, sticky tack or pins.
- Any furniture/moveable exhibits must be returned to their original position.
- YBIC staff must be on-site at all times during events. One staff person is to remain in the Great Hall area whenever the front doors are unlocked. A second staff person is assigned to assist the Renter and monitor the remainder of the building.
- The Renter must receive prior authorization from the YBIC management before accessing the Projection Room.

**5. Audio/Video Systems**

- YBIC staff will provide audio-visual (AV) assistance for the regular operation of audio/video systems, including operation of theatre projector and sound system, and exhibit hall audio systems.
- Any additional AV requirements are the responsibility of the Renter.
- The YBIC does not guarantee the operation and compatibility of additional AV components provided by the Renter.

**6. Cleaning**

Government of Yukon custodial services are only provided for the regular daily operation of the centre. Any extra programs, events or facility rentals must consider the impact of these activities on cleaning staff.

Renters are responsible for cleaning the centre to ensure the centre is ready to open, as outlined above.

If additional cleaning is required, the Renter may contact our custodial contractor. Any costs for additional cleaning are the responsibility of the Renter.

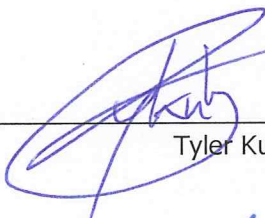
*Current custodial contractor contact information is available upon request.*

**7. Facility Capacity and Fire Code Regulations**

The YBIC has a facility capacity of:  
 300 persons for the entire facility  
 200 persons in the theatre

Please note: the Theatre seating capacity is 192, with 2 wheel-chair accessible locations.

Recommended by  
 Manager, Yukon Beringia Interpretive Centre:

  
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 Tyler Kuhn

Approved by Manager, Museums:

  
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 Brian Groves

Date Approved: July 20, 2015

## **Appendix 1: Approved Heritage Organizations**

The Yukon Beringia Interpretive Centre, as a part of its commitments within the Museums Unit, Government of Yukon, has committed to supporting Yukon's heritage organizations through providing use of the facility free of charge for heritage related events.

The following Heritage Organizations are included within this mandate:

- Big Jonathan House
- Binet House
- Campbell Region Interpretive Centre
- Copperbelt Railway & Mining Museum
- Da Kų Cultural Centre
- Dänojà Zho Cultural Centre
- Dawson City Museum
- George Johnston Museum
- John Tizya Centre
- Keno City Mining Museum
- Kluane Museum of Natural History
- Kwanlin Dün Cultural Centre
- MacBride Museum of Yukon History
- Northern Lights Centre
- Old Log Church Museum
- Tagé Cho Hudän Interpretive Centre
- Teslin Tlingit Heritage Centre
- Yukon Archives
- Yukon Historical and Museums Association
- Yukon Transportation Centre