Overview and Purpose

The BP Energy Center was constructed by BP as a part of their charitable commitment to the people of Alaska; first, to serve as a community meeting center for nonprofits and education organizations throughout Alaska and second, to provide an opportunity for Alaskans to become more familiar with the energy industry in our state. In 2020 BP generously donated the BP Energy Center building and land to the Alaska Community Foundation who are honored to carry on the tradition of community connection and giving the Energy Center represents. Visitors are welcome at the BP Energy Center Monday through Friday between 8:00 and 5:00 pm.

Eligible Users and Uses

The following types of groups can use the BP Energy Center:

- Community-based nonprofit and professional organizations
- Education organizations and K-12 and University educators and students
- Faith-based organizations for community service purposes
- Organizations for non-partisan public issue awareness and education and nonpartisan organizations promoting participation in the political process

The BP Energy Center cannot be used for any activity that advances a particular religious doctrine or for any partisan political activity. Because of the high demand for space, we cannot book regular weekly or monthly board meetings of any one group. The BP Energy Center is not available for use by businesses.

Hours and Scheduling

The BP Energy Center is available at no charge during our regular operating hours:

Monday through Thursday 8:00 a.m. – 9:00 p.m.
Friday 8:00 a.m. – 5:00 p.m.
Doors open at 7:45 a.m. for set up

The BP Energy Center is closed on Saturdays or Sundays.

The BP Energy Center is closed on the following Holidays:: New Year’s Day, Memorial Day, Independence Day, Juneteenth, Labor Day, Indigenous People’s Day, Veteran’s Day, Thanksgiving Day and the Friday Following, and Christmas. If the holiday falls on a weekend it will be observed on the closest weekday (Friday or Monday).

Scheduling requests will only be considered upon receipt of a signed, completed copy of the BP Energy Center Usage Request form. We cannot hold space by phone or email due to the large number of requests we receive. BP Energy Center staff review usage requests weekly, scheduling those that are approved on a first-come, first-served basis. Groups will normally be notified within 3 business days of receipt of request. A meeting coordinator’s checklist with important information will be sent with each Official Email Confirmation. The BP Energy Center reserves the right to cancel scheduled meetings or events or to deviate from or modify these guidelines in the event of an emergency or other special circumstances.
Meeting Rooms

Based on the number of attendees and the meeting setup you require, BP Energy Center staff will book an appropriate meeting room. Maximum capacities for the largest room are:

- Theater-style seating (no tables) - 120
- Classroom (rows of tables and chairs) - 72
- Squares/Small group/luncheon (tables for six people) - 72
- Conference (large square open in the middle) - 40
- U-Shape - 32

The Center has a wide range of audio/visual equipment that is available on a first-come, first-served basis at no cost. A detailed equipment list is provided on the BP Energy Center Usage Request form. Equipment must be requested in advance. Costs for renting additional furnishings or equipment not provided by the BP Energy Center will be paid by the user and must be approved by Center staff.

Room setup and equipment requests must be finalized no later than 5 business days prior to the event.

Food Service

Groups may bring in refreshments and meals for their groups.

All food and trash must be disposed of and removed prior to a groups scheduled departure time each day.

Catering is permitted but must be set-up and taken down/removed within the groups scheduled arrival and departure time. Early set ups and late take downs are not permitted.

We do not allow any heating elements, even through catering.

*Any groups providing meals must pay a convenience fee prior to their scheduled meeting date. A link for paying this fee will be provided upon confirmation from the Center staff.*

Alcohol is not allowed.

User Responsibilities

Any individual or organization using the BP Energy Center agrees:

- To comply with all applicable laws, regulations, and ordinances and to use the Center in a safe manner and in accordance with the Operating Guidelines and BP Energy Center’s Life Safety Plan (a copy is available upon request)
- To reimburse the BP Energy Center and be responsible for any loss or damages to BP Energy Center property in connection with the use of the Energy Center, and
- To be responsible for and indemnify the BP Energy Center and its employees and agents against all claims, liabilities, and causes of action that might be asserted by any person or entity for property loss or personal injury arising from use of the Energy Center.
- To notify the BP Energy Center of any cancellations, by fax or e-mail, at least five business days in advance of the date you are scheduled to use the BP Energy Center. Failure to do so will result in a no-show charge of $100