



Oak Springs Chapter Administration Chapter Facility Rental Agreement

(Please Print)

Name or Organization: _____ Date: _____

Address: _____

Phone Number: _____

Facility Usage Purpose:

Date of Usage: _____ Time _____
From: _____ To: _____

Residency Information and Rental Fee: (Facility Usage request must be submitted 10 days prior to usage date and all fees must be paid in full before date of usage. The Navajo nation Sales Tax of 5% will be added to total fee: Effective January 1, 2013.

	Oak Springs Community Member:	Non-Community Member:
Facility Usage:	\$75.00 + 3.75	\$100.00 + 5.00
Security Deposit:	<u>\$37.50</u>	<u>\$50.00</u>
Total:	<u>\$116.25</u>	<u>\$155.00</u>

Security Risk Events, i.e., Dances, Political Events, and etc. will cost the renter \$200.00 plus \$10.00 Tax and an additional \$100.00 security deposit.

Payment:	Money Order Only \$	Receipt #
-----------------	----------------------------	------------------

- NOTE:**
- A. Security Deposit will be refundable when terms and conditions of this Agreement have been met.
 - B. Anyone processing food, assisting in cooking, washing dishes or selling food must display a current Food Handler's Permit. Required by the Office of Environmental Health.

The Chapter Facility Usage Agreement has been entered into by the aforementioned named person or organization and the Oak Springs Chapter Administration. The user of this facility will comply with this agreement and will be responsible, for any damage or vandalism which may occur during their sponsored event or meeting. They will also be responsible for cleaning the facility before closing the building.



Oak Springs Chapter Administration Chapter Facility Usage Policy and Procedures

I. Policy

It shall be the authority of the Oak Springs Chapter Administration to grant or deny usage of its chapter facility. The Chapter Administration shall promote the usage of its facility for direct services from Tribal, State, Federal and Non-Profit Organizations. It will also encourage (with conditions and stipulations) the general public to utilize the chapter facility by hosting or sponsoring individualized or community events or meetings. The chapter facility can also be used as a safe haven for public gathering during times of emergencies, ie, winter storms, natural disasters and etc....

II. Procedures

- A. Anyone desiring to utilize the chapter facility will need to submit a Chapter Facility Usage Form [03182008] ten days prior to sponsored event. Provided that the request date is not filled, individual or organization requesting the facility usage can make reservations by paying in advance the facility usage fee. Otherwise, all payments have to be made five days prior to event. Events already scheduled are not subject to change and anyone who has already paid and decides to cancel their sponsored event or meeting five days prior to scheduled event will be assessed an administrative processing fee of Ten dollars (\$10.00).
- B. All Request Forms will be submitted to the Oak Springs Chapter Administrative Office. The Office Specialist will review the Request Form, check events calendar for open dates, schedule event, forward Facility Usage Request to the Chapter Manager for his/her approval or disapproval (if disapproved, reasons must be stated in writing.) The Office Specialist will then process Request Form for payment.

III. Fee and Charges

- A. Fees will be waived for Non-Profit Organizations and Government entities that provide direct services for the general welfare and benefit of the community.
- B. Bereavement gathering and other matters that warrant special conditions will be waived contingent upon the approval of the Chapter President or Chapter Manager.

- C. Chapter Facility must be cleaned after its usage. Other wise, the sponsoring party will be assessed a 50% of the security deposit.
- D. Should any damages occur to the chapter facility where the public would normally have access and cause such damage(s) the sponsors of the event or meeting shall be held accountable and made responsible to pay for facility damages.
- E. Tobacco, Alcohol and illegal drug use is not allowed on the premises of the Oak Springs Chapter Facility and Compound. Anyone found to be intoxicated with alcohol or using illegal drugs will be asked to leave immediately and reported to a Law Enforcement Agency.
- F. All payments will be made to the Oak Springs Chapter Administration by money order or cash. Upon payment a receipt shall be issued to the paying individual or organization.

IV. Documentation

Any and all records regarding chapter facility usage activities and transactions between the Oak Springs Chapter Administration, individual or Organization will be properly filed and maintained for the duration of the Oak Springs Chapter Government. This information upon proper request procedures will be made available to the public or government agency.

V. Amendment

The Oak Springs Chapter Administration "Chapter Facility Usage Form and Policy" can be subject to change and amended only by Community approval at a duly called Regular Chapter Meeting.



Oak Springs Chapter Administration

Facility Usage Rules 03182008

You are responsible for;

1. Control children: Do not let them play with the water faucets or drinking fountain; Do not let them play with the main entrance gate, equipments, flag pole rope/area and landscape. (Do not leave your children unsupervised or unattended)
2. Check and secure inside and outside of building periodically to prevent vandalism.
3. Safe-guard padlock(s) at all times.
4. Make sure that all inside lights are turned "Off" before leaving the facility.
5. For evening events: Turn "On" exterior (outside) lights for security. Keep lobby lights "On".
6. Make certain that all interior and exterior doors are locked prior to leaving the building.
7. The outside and inside of the chapter facility must be cleaned after all sponsored events or meetings.
8. "Security" must be provided by sponsors during large events, i.e., BINGO's, Dances, Fun Night, etc. (This must be done for Public Safety).
9. Close and lock main entrance door and gate.
10. All Chapter Facility/Equipment and/or property not authorized for useage is off limits. (Children are not allowed to play on or around such property)

Your adherence and application to these rules is expected and appreciated.

Additional Responsibilities:

1. Designate Security Officer(s) or person during BINGO or an event that will have a large number of people present.
2. Remove all decorations, staples, tape and tacks. (Ceiling decoration, stapling and tacking of walls is not allowed)
3. The cleaning of Meeting Hall, Restrooms, Lobby, Kitchen, tables and chairs. Also, properly sweep and mop floors.
4. Empty all trash into plastic trash bags. Disposal of generated trash is your responsibility, please take it with you or you will be charged a disposal fee from your security deposit. (must provide your own trash bags for the event scheduled)
5. Put chairs and tables away properly.
6. If Kitchen is used, provide a container in which you will be disposing used cooking oil or grease. (Take container at end of facility usage)
7. Check and lock all exit doors and windows.
8. Responsible person or organization leaving must turn "OFF" all lights inside the building, except Lobby lights.
9. During evening events, turn "ON" all outside lights. (For Security and Safety Reason)

ACKNOWLEDGEMENT:

I have read the above agreement and understand that by signing this agreement, I will abide by the conditions set forth within this Facility Usage Agreement. Also, I further understand that I or WE will be accessed a fine for any damages to the facility during the sponsored event or meeting.

_____/_____, 20
Applicant Signature (Print Name) Date:

APPROVAL:

_____, 20
Chapter Coordinator Signature Date:

OFFICE USE ONLY	
RETURNED SECURITY DEPOSIT TO (Print):	
REC'D BY:	
DATE:	
AMOUNT:	\$

Updated: 032008osc