

Tsidi To'ii Chapter Facility Rental Agreement

Separate Form Must Be Filled Out For Each Rental

Date: _____

Community Member: Yes No

Name of Renter: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Purpose Of Rental:

Date Requesting: _____

Arrangement Day for Key Return: _____

Indicate Times: From _____ To _____ MST OR DST

TOTAL AMOUNT OF HOURS: _____

Facility Rental Amount: \$35.00 per hour _____ \$

Cleaning Deposit: \$30.00 (Refundable) **MUST BE CASH DEPOSIT** _____ \$

Deposit Returned Deposit Forfeit Date Deposit Returned (if applicable): _____

Kitchen Use: \$65.00 _____ \$

Special Events: \$300.00 (Includes: Song and Dance, Country Western, and others) _____ \$

FULL PAYMENT IS DUE UPON RENTAL

CASH or MONEY ORDER IS ACCEPTED

ABSOLUTELY NO CHECKS ACCEPTED!

Chapter Manager must approve any waivers of fee(s).

Deposit will apply, if applicable. The deposits will be

FORFEITED if the terms are not met.

SUBTOTAL: \$ _____

NN SALES TAX (0.06%): \$ _____

(w/ Cleaning Deposit \$30)

TOTAL AMOUNT DUE: \$ _____

DATE PAID: _____

RECEIPT #: _____

Renter's Signature

Date

Chapter Manager's Signature

Date

UPON SIGNING THE BIRDSPRINGS CHAPTER FACILITY RENTAL AGREEMENT, ALL ACTION THAT TAKES PLACE WITHIN THE PREMISES WILL NOT BE BIRDSPRINGS CHAPTER'S RESPONSIBILITY. BIRDSPRINGS CHAPTER WILL NOT BE RESPONSIBLE FOR TRASH HAULING. THEREFORE, IF FAILURE TO DO SO WE WILL NOT REFUND YOU THE CLEANING DEPOSIT. IF ANY THEFT, DAMAGES, LOSS, INJURIES, AND ACCIDENTS WHILE PREFORMING ACTIVITIES WILL DIRECTLY BE THE RENTER'S RESPONSIBILITY. THANK YOU!

Birdsprings Chapter Facility Usage Policy and Procedures

Please initial the following in agreement to:

1. _____ Take and haul trash to the local dumpster, because I am aware that Tsidi To'ii Chapter is not responsible for my trash
 - I will also provide my own trash bags as Tsidi To'ii Chapter does not provide them for me.
2. _____ Provide my own cleaning supplies.
 - Floors are to be swept and mopped. Restrooms are cleaned & maintained in order.
3. _____ Place all chairs back on rack and putting tables against the wall or on the table rack.
4. _____ Make sure all doors are locked and secured.
5. _____ Make sure to take down signs from the road and the building after Bingo/ Event is done.
6. _____ Make arrangements to return keys.
 - If keys are not returned within that arrangement day **cleaning deposit will be forfeited.**
7. _____ Fees will no longer be waived for fundraising events.
8. _____ All renters shall **NOT** make any form of payment to a Chapter Staff or Official's outside of the chapter compound.
 - Payments are to be made and recorded during business hours at the Chapter.
9. _____ Cleaning deposits will be paid in full with complete payment.
 - Cleaning Deposit Fee will be returned if terms are met.
10. _____ Harassment to staff is prohibited.
 - The Chapter has the right to refuse services to anyone.
11. _____ **CALL CHAPTER TO INFORM STAFF THAT YOU WILL NOT BE UTILIZING THE FACILITY AS SCHEDULED.**
12. _____ Payments are to be due before usage of facility.
 - Incomplete payments before chapter usage date **forfeits cleaning deposit.**

I, Applicant, Individual, or Member of Organization stated herein, have read, understood and agree to all terms stated within this AGREEMENT, if I do not attend this agreement **I AM AWARE OF GIVING THE CHAPTER MY CLEANING DEPOSIT.**