

**TOHATCHI COMMUNITY CHAPTER  
FACILITY RENTAL AGREEMENT**

I, \_\_\_\_\_, applicant or member of the organization for usage of the Chapter Facility on the date and time to **ACCEPT ALL RESPONSIBILITY** applicable to any damage to Chapter Facility/Equipment due to negligence or carelessness of applicant and/or when utilizing the Chapter. Tohatchi Chapter Coordinator has the Authority to Cancel this Agreement due to any unforeseen circumstances beyond our control and shall approve/disapprove usage of the facility base on availability. Please note that it is the responsibility of the individual using the facility to set up, clean up and return the facility to normal after the approved event or activity.

- All facility usage has to be requested 2 weeks in advance and paid in full. (Funeral Receptions are acceptable) **DEPOSIT OF \$75.00 (CASH ONLY) WILL BE MADE AT TIME OF REQUEST FOR ALL EVENTS INCLUDING FUNERAL RECEPTIONS.**
- **ALL APPLICANTS ARE RESPONSIBLE FOR THEIR OWN PRESENTATION OF SUPPLIES, MATERIALS & EQUIPMENT(S) INCLUDING POWER CORDS, EXTENSION CORDS, COPIES, ETC.**
- All cleaning supplies must be provided by the applicants, (i.e. Trash bags, dish soap, etc.)
- Clean **ALL** Tables and Chairs after usage and need to be put away in their proper storage room after your event.
- When activity is concluded, please sweep floors, mop meeting room, kitchen (if used) and both men and female restroom and collect **ALL** trash.
- Food Handler Permit is **REQUIRED** (need copy) in case where food will be prepared or served for consumption to the public if user is requesting to use the kitchen facilities.
- Kitchen Usage: All Containers, sink, stove and/or refrigerator must be cleaned and ready for the next use. **DO NOT DRAIN GREASE/OR COFFEE GRIND INTO THE KITCHEN SINK.**
- ALL Trash accumulated during this function, must be emptied and disposed by the applicant(s) (Including trash in the parking lot). **Please DO NOT use scotch tape on walls & ceiling panels.**
- Podium is **OFF** Limits (Due to damage of chairs, scratches/markings on the podium, etc.) When activity has concluded, please check that all doors are locked and lights are off. Then lock -up
- Please control your Children in and around the Chapter Compound.
- Absolutely **NO COOKING** allowed in the meeting room.
- Non-Compliance by applicant(s) to comply with policies set forth shall be grounds for non-use of facility in the future.
- All requests for refund/cancellation for non-use must be made five (5) working days prior to the event so others can schedule for the cancelled date.
- **All Applicant(s) shall maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, or damages, including liability for injuries to any person or persons or damage to property arising at any time during the occupancy of the facilities and adjoining property in the amount of \$\_\_\_\_ per occurrence.**
- The sponsoring party shall agree to hold harmless and indemnify the Tohatchi Chapter against any and all loss, costs, damages, claims, expenses or liability arising out of; or in connection with said function under of contract, including, but not limited to, accident, or injury to person(s) or personal property to the extent causes directly within the Chapter compound.

I have read and fully understand this agreement in utilizing the Chapter Facilities and take the responsibilities for the Tohatchi Chapter Facility.

Print Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# THE NAVAJO NATION TOHATCHI COMMUNITY CHAPTER

Post Office Box 287 Tohatchi, New Mexico 87325

Tel: (505) 733-2845/2846 FAX: (505) 733-2847

Harry "Sonny" Moore, JR, President W. Mike Halona, Vice President Jean Crawford, Secretary/Treasurer Gerald Moore, Grazing Nathan Notah, Council Delegate

## TOHATCHI CHAPTER FACILITY USAGE FORM & AGREEMENT

Today's Date: \_\_\_\_\_ Purpose of Rental: \_\_\_\_\_  
(i.e. Event: Cake Walk, Birthday Parties, Reception, etc.)

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Registered Tohatchi Chapter Y / N Census#: \_\_\_\_\_

Facility Usage Date: \_\_\_\_\_ Beg. Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm  
**(Not to Exceed 5 Hours)**

**FULL PAYMENT IS REQUIRED TO RESEVE THE CHAPTER WITH DEPOSIT OF \$75.00 WILL BE MADE AT THE TIME OF REQUEST**

Note: ALL activities should conclude at or by 7:00 pm on the day of the event

CHAPTER USAGE/ACTIVITIES	PRICE	AMOUNT (Including Tax)
Departments: Navajo Nation Programs, OEH, Indian Health Service, Chapter Entities/Committee Meetings, Non-Profit Organizations During Business Hours From 8:00am to 5:00pm (Monday-Friday) <b>(Must Submit Letter from Organization)</b>	NO CHARGE	\$0.00

### Public Events/Funerals

<b>Registered Community Member</b>		
• Chapter Meeting Room (i.e. Cake Walk, Birthday Parties, Reception, etc.)	\$175.00	\$185.50
<b>\$75.00 Cleaning Fee – Refundable (NOT INCLUDED IN RENTAL FEE)</b>	\$75.00	\$75.00 (no tax)
• Chapter Kitchen (Concession, Reception, Birthday Parties, etc.) (Required Food Handler's Card)	\$80.00	\$84.80
<b>Funeral Donation/Reception @ No Charge</b>		
<b>Non-Registered Community Member</b>		
• Chapter Meeting Room	\$250.00	\$291.50
• Funeral Donation (FREE) Reception has a Fee -->	\$150.00	\$159.00
• Political Rally (ALL POLITICAL POSITIONS)	\$500.00	\$530.00
• Chapter Kitchen (Concession, Reception, Birthday Parties, etc.) (Required Food Handler's Card)	\$160.00	\$169.60
<b>The Navajo Nation Sales Tax of 6% has been applied</b>		

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Money Order Amount: \$ \_\_\_\_\_

Money Order Number: \_\_\_\_\_ Receipt#: \_\_\_\_\_

Chapter Administration Signature: \_\_\_\_\_

Refund of Cleaning Fee: \$75.00 ( ) Yes ( ) No

Given To: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Chapter Administration Initial: \_\_\_\_\_

**Chapter Usage is on a First Come First Serve Basis**

**Money Order Payable to: TOHATCHI CHAPTER**

**NO PERSONAL CHECKS PLEASE**

RESO#: 08-05-2019