



RED MESA CHAPTER
Red Mesa, Navajo Nation, Utah

Herman Farley, Chapter President
Marlene Dee-Ben, Chapter Secretary

Marilyn Holly, Chapter Vice-President
Curtis Yanito, Council Delegate

MEMORANDUM

TO: Community Members – Facility Rental Users

FROM: Red Mesa Chapter Community Service Coordinator
Red Mesa Chapter Officials

DATE: May 01, 2024

RE: **CHAPTER FACILITY USAGE – RENTAL**

Due to regulations from the Navajo Nation Risk Management Office in Window Rock, Arizona, the Chapter was asked to have the Rental Users using the Facility (Chapter House) have insurance coverage, but the Administration will waive the insurance coverage requirement at this time. The Administration understands that community member needs the facility to hold their special occasions.

Having stated that the Chapter Administration will not be responsible for injuries, theft, and/or damages during the usage of chapter facility rentals. Any such incidents will be the sole responsibility of the facility renter. However, if there are any damages to/and missing Chapter property, the facility renter will be notified and/or will be reported to the proper authorities. Please, see the attachment "Exhibit A" for sponsor compliance to care of the facility and liability concerns.

Thank you for your understanding and cooperation on this matter with the Chapter Facility Usage – Rental.

Sincerely,



Ronald Joe, RMC Chapter Community Service Coordinator



Herman Farley, RMC Chapter President



Marilyn Holly, RMC Chapter Vice President



Marlene Dee-Ben, RMC Chapter Secretary/Treasurer
File

CHAPTER HOUSE RENTERS

RESPONSIBILITIES

- Provide your own sanitizing/cleaning products
- Wear your facemask at your own discretion
- Provide your own restroom supplies (toilet paper, paper towels, hand soap)
- Provide your own trash bags
- Sanitize with Clorox/water before putting up tables/chairs and **MUST** be put away (*Use chairs/tables properly, DO NOT sit on tables*)
- **DO NOT** allow children to play in the podium area and on propane tanks (located outside West of the kitchen)
- Close and lock all doors/windows before leaving
- Ensure your garbage is taken with you, as this may result in a deduction of the cleaning deposit (*this includes trash dumped in the bins outside of the chapter building*)
- Building is swept/mopped with sanitizing cleaning products, and trash is picked up/re-lined
- Restroom(s) are cleaned with sanitizing cleaning products, inspect them before leaving.
- Empty mop bucket outside (*DO NOT dump into shower drains*)

CARE OF CHAPTER FACILITY

- **DO NOT** damage any property on Chapter premises. The Chapter and furnishings are Navajo Nation property, use them properly and respectfully. Any broken, damaged, or missing property will result in the deduction of the cleaning deposit and future renting privileges.
- Teach your children to care for chapter property which relates to care and respect for personal property.

LIABILITY

- The Chapter is **NOT** responsible for personal injuries. Facility Renters must conduct themselves in a manner to avoid damages and injuries.
- **NO** alcoholic beverages
- **NO** illegal drugs of any kind
- Chapter facility Renter is responsible for any damages to Chapter property.

USE THE FACILITY WITH PROPER CARE, RESPONSIBILITY, AND SAFETY

HAVE FUN AND ENJOY YOUR ACTIVITY!



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FACILITY RENTAL REQUEST

NAME(S)	BUSINESS NAME (IF APPLICABLE)	OFFICAL USE ONLY
ADDRESS	PHONE NUMBER	RENTAL AMOUNT
	FAX NUMBER	NN SALES TAX (6%)
PURPOSE		TOTAL REC'D
		VERIFIED BY
		CASH RECEIPT#
		DATE

Rental payment shall be made in the form of a MONEY ORDER
*Payable to: **RED MESA CHAPTER***

TYPE OF RENTAL: (CHECK ONE)

***Different fees apply for Political campaigning/rallies*

_____ Chapter Rental: Meeting Room Rental Fee (NN Sales Tax included) = \$75.00

Organization/Program Departments ONLY on a benefit of the community projects

_____ (IF THE FEE IS WAIVED YOU WILL STILL ABIDE BY THE AGREEMENT)

Date of Chapter Rental: _____
Month/Day/Year Starting Time to Ending Time

(Please give Red Mesa Chapter Administration at least 24-hour notice if canceling your request,
after 24-hour notice of cancellation the fee will be non-refundable)

It is the consensus of the Red Mesa Chapter and the above person(s) and/or organization(s) that the rental fee is fair and the
Renter will be responsible for CLEANING immediately after the event.

Rental of Chapter Facility does NOT INCLUDE	The following areas must be cleaned after use of the Chapter facility
<ul style="list-style-type: none"> Trash liners for trash Kitchen utensils Cleaning detergents for sanitation Hand sanitizers/disinfectant wipes 	<ul style="list-style-type: none"> Meeting room Both restrooms (Men & Women) Kitchen/lobby area Hallway

DISCLAIMER CAUSE: The renter will hold harmless the Red Mesa Chapter and the Navajo Nation for liability for any damage, negligence due to the injury or loss of the renting party.

We/I, the undersigned, having read and understand the above terms and conditions hereby, affix our signatures hereto.

Dated this _____ Day of _____ 20____

Signature of Renter

****FOR OFFICIAL USE ONLY****	
Approved _____	Denied _____
Reason: _____	
Signature/Title _____	Date _____