

CHAPTER HOUSE USERS

RESPONSIBILITIES

- Provide your own cleaning products.
- Provide your own restroom supplies (toilet paper, paper towels, soap)
- Provide your own trash bags
- Tables must be wiped and cleaned after use.
- Chairs and Tables MUST be put away (Use chairs and tables properly, DO NOT sit on tables)
- DO NOT allow children to play in the balcony, in the computer lab area, and on propane tanks (outside)
- Close and lock all doors and windows before leaving
- Ensure your garbage is taken with you, as this may result in deduction of cleaning deposit (this includes trash dumped in the bins outside of chapter building)
- Building is swept and mopped, trash is picked up, and restrooms are cleaned before leaving.
- Empty mop bucket outside (do not dump in shower drains)

CARE OF CHAPTER FACILITY

- The Chapter and furnishings are Tribal property. Use them properly and take of them. DO NOT damage anything in the chapter. Broken, damage, missing property will result in a deduction of cleaning deposit and future renting privileges.
- Teach your children to care for chapter property which relates to care and respect of personal property.

LIABILITY

- The Chapter is not responsible for personal injuries. Users must conduct themselves in a manner to avoid damages and injuries.
- NO alcoholic beverages
- NO illegal drugs of any kinds.
- Chapter facility user is responsible for any damages to chapter property.

USE THE FACILITY WITH PROPER CARE, RESPONSIBILITY, AND SAFETY.

HAVE FUN AND ENJOY YOUR ACTIVITY!



FACILITY RENTAL REQUEST

NAME(S):	BUSINESS NAME (IF APPLICABLE):	OFFICIAL USE ONLY
		RENTAL AMOUNT:
ADDRESS:	PHONE NUMBER:	CLEANING DEPOSIT:
	FAX NUMBER:	NN TAX:
PURPOSE:	TOTAL REC'D:	
	VERIFIED BY:	
	CASH RECEIPT #:	
	REFUND #:	
DATE:		

TYPE OF RENTAL: (CHECK ONE) ***Different fees apply for Political campaigning/rallies.
\$150.00 + 7.50 = \$157.50 & \$20.00-deposit**

Chapter Rental: Meeting Room&Kitchen \$40.00 + \$2.00 + \$20.00 = \$62.00
 Refundable cleaning deposit (Required) (Rental Fee)+(NN Tax)+(Cleaning Deposit)=Total

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

IF THE FEE IS WAIVED YOU WILL STILL ABIDE BY THE AGREEMENT.

Payment shall be made in the form of money order: Payable to: RED MESA CHAPTER

Date of Chapter Rental _____ Month - Day - Year Starting Time _____ to _____ Ending Time _____
(Please give Chapter at least 24-hour notice if cancelling your request.)

It is that consensus of Red Mesa Chapter and the above person(s) and/or organization(s) that the rental fee is fair and that 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:
*Trash liners for trash	*Meeting Room
*Kitchen utensils	*Both Men & Women bathrooms
*Cleaning detergents for sanitations	*Kitchen Area

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

RED MESA CHAPTER

Chapter Building Usage Cleaning Check-Off Form

Renter: _____

Date of Rental: _____

BATHROOMS (MEN & WOMAN)

- FLOOR SWEEPED & MOPPED
- TOILET CLEAN
- TRASH PICKED UP
- TRASH TAKEN

KITCHEN:

- STOVE CLEAN
- FLOOR SWEEPED & MOPPED
- TRASH PICKED UP
- TRASH TAKEN

MEETING ROOM

- FLOOR SWEEPED & MOPPED
- TRASH PICKED UP
- TRASH TAKEN
- # OF CHAIRS (91)
- # OF TABLES (14)

HALLWAYS

- FLOOR SWEEPED & MOPPED
- TRASH PICKED UP

INSPECTED BY: _____

DATE & TIME: _____

Other Comments: _____

*****CHAPTER ADMINISTRATION USAGE*****

CLEANING DEPOSIT RETURN

APPROVED BY: _____
Chapter Manager or Acct. Maint. Spclst

DATE: _____

RETURN AMOUNT: _____