



This agreement is between TSAYATOH CHAPTER - P.O. Box 86 Mentmore, NM 87319 and

Sponsor \_\_\_\_\_ with an address of: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

**FACILITY USAGE AGREEMENT TERMS & CONDITIONS**

1. Individuals must follow Navajo Nation Laws and Tsayatoh Chapter Policies, Rules, and Regulations.
2. SPONSOR assumes full responsibility for all facilities and equipment damage, etc. and agrees to promptly reimburse the Tsayatoh Chapter for any damages.
3. SPONSOR hereby agrees to release and discharge the TSAYATOH CHAPTER, its employees and representatives from any liability of any virtue by the usage of the TSAYATOH CHAPTER property.
4. SPONSOR further agrees to actions, claims, demands, damages, cost fees, lost services, expenses, costs of services, cost of defense, attorney fees, compensation, and any other expenses of any virtue, whether direct or consequential arising from the usage of TSAYATOH CHAPTER property.
5. SPONSOR will be on the premises at all times during the scheduled event including prior to and following the event.
6. The SPONSOR will not sublet the facilities, equipment or reassign the reservation lease covered by this agreement. Which includes but not limited to cash or in-kind consideration.
7. Audience capacity may not exceed the state fire codes. Any violation of such may be grounds for cancelation.
8. SPONSOR agrees to maintain crowd control.
9. **Smoking is prohibited indoors, and within 50 feet of the building.**
10. **NO alcohol beverages are allowed.**
11. Facility, equipment fees, or cleaning deposits must be paid prior to the event. (Reservations will not be made without payment).
12. Tables, chairs and other equipment are to be set up by the Sponsor. Sponsor is responsible for returning all equipment to their designated spaces.
13. SPONSOR is responsible for maintaining and restoring kitchen and meeting area after and before event. **NO KIDS** allowed in kitchen area, due to safety. (Trash needs to be taken by SPONSOR and disposed of properly).
14. If using the kitchen or preparing food, all individuals involved must have current Food Handlers. (Food Handlers and resale cards need to be clearly posted in front of kitchen area).
15. **DO NOT** leave children unattended, they should be under adult supervision at all times.
16. Facility Usage and Deposit Notice completed and signed must be in the office at least one week before the event date (with full payment). Not accomplishing this may be grounds for cancellation of the facility usage.
17. **MAXIMUM OCCUPANCY 175** within Multi-Purpose Building. Cannot exceed for safety.
18. **IN CASE OF EMERGENCY WHILE ON THE CHAPTER COMPOUND:**  
Notify the Navajo Nation Police Department (505) 786-2050 or call 911.
19. **NO DANCES or MUSIC BANDS** allowed.
20. **CANNOT EXCEED 8 HOURS** for multipurpose facility rental; this includes donation meeting(s).
21. **NOTE:** In the event there is a death in the community, the bereaved family will take precedence and the chapter usage shall be given to the grieving family.
  - a The event SPONSOR will be notified and given an option to reschedule their event to a later time or cancel the event.
  - b If cancellation is chosen, the deposit and fees shall be refunded to the SPONSOR.
22. **I HAVE READ AND AGREE TO THE PRECEDING TERMS AND CONDITIONS:**

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TSAYATOH CSC/AMS: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Reservations are made when Facility Usage Agreement and Deposit are received. No EXCEPTION! \***

Money Order #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Return form to: TSAYATOH CHAPTER - P.O. Box 86 - Mentmore, NM 87319 (505) 905-2649**

## Tsayatoh Chapter Facility Usage, liability form:

### Read & Initial the Following:

<b>Initial</b>	<b>Duties Upon Departure:</b>
	All tables/chairs are put away, floors are swept and mopped, and all appliance have been turned off (lights, kitchen appliance, etc.).
	If kitchen was used the following must be cleaned: stove, oven, sinks, refrigerator, counters, and floors. (REMINDER – No dumping grease in sinks.)
	All collected trash from the facility (meeting area, kitchen, restrooms, and parking area) must be taken out and hauled to the garbage bin.
	Restrooms are completely cleaned (swept, mopped, counters wiped, etc.)
	After usage of facility, the building and gate are to be locked.
Chapter usage shall not exceed 10:00 pm. (If you exceed this time you will forfeit your security deposit.)	

**REMINDER:** Please report any discrepancies noticed before usage of chapter property. If there is any property damage, signatory is responsible for the total bill. Requestor is responsible for any damages made to tables, chairs, or any other chapter equipment located in or out of the chapter facility.

Tsayatoh Chapter is not responsible for any injuries, thefts, or accidents, which may occur during the use of the facility. **NO LIABILITY INSURANCE COVERAGE!!**

X

\_\_\_\_\_  
Sign & Return to Tsayatoh Chapter Administration

## Tsayatoh Chapter Facility Usage Check List

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

**A \$50.00 security deposit is REQUIRED. Upon favorable inspection by chapter staff, you will be refunded \$50.00 within ten (10) working days in check format.**

**Note:** All items listed will be inspected by Chapter staff in order to receive security deposit. Missing or stolen items will be noted, and you will not receive your security deposit.

### Building/Chapter Grounds

- Trashed Picked Up
- Interior Walls
- No Decorations/Tape, etc.
- Doors
- Windows
- Exterior Walls
- Side Walk
- Driveways

### Men's Restroom

- Stalls Cleaned
- Toilets Cleaned
- Sink/Counter Wiped
- Emptied Trash Bin
- Swept
- Mopped
- Mirrors Cleaned

### Ladies Restroom

- Stalls Cleaned
- Toilets Cleaned
- Sink/Counter Wiped
- Emptied Trash Bin
- Swept
- Mopped
- Mirror Cleaned

### No Access

- Podium
- Microphone Speaker
- Microphone(s)
- Flags
- Swivel Chairs-4

### Kitchen

- Swept
- Mopped
- Sinks Cleaned
- Countertops Wipe
- Emptied Trash Can
- Stove
- Aluminum Roller Shutter

### Meeting Room

- Swept
- Mopped
- Chairs Returned to Designated Area
- Tables Returned to Designated Area
- Emptied Trash Can

### Hallway/Main Entrance

- Swept
- Mopped

Cleaning supplies are in the janitorial closet inside the Kitchen

- Mopped Duster
- Push Broom
- Broom
- Dust Pan
- Mop Bucket
- Mop
- Cleaning Products

Quantity: Tables/Chairs  
 12-Long Tables  
 8-Short Tables  
 135 White Chairs  
 73-Metal Chairs