



Russell Begay – President
 Johnathan Nez – Vice President
 Seth Damon – Council Delegate

Tsayatoh Community Governance

P.O. Box 86
 Mentmore, NM 87319
 (505)905-2649 ◊ (505)905-0537
 Website: www.tsayatoh.nndes.org
 E-mail: tsayatoh@navajochapters.org

**TSAYATOH CHAPTER
 FACILITY USAGE AGREEMENT**

Please answer and fill in ALL areas of the contract. NOT doing so, may cause a delay in the processing of your paperwork.

A. Sponsoring Organization: _____
 (Registered Voters) (Non-registered) (Government/School/Resources/Committee) Profit

Sponsor's Contact Person: _____
 Address: (P.O. Box, City, & Zip Code) _____
 Daytime Phone#: _____ Fax: _____ E-mail: _____
 Specific Name or Descriptive Title of Event: _____
 approximate number of people expected to attend: _____

- C. Purpose of Facility Usage:**
- Family Dinner/Celebration
 - Cake Walk/Fun Night
 - Training/Conference Meeting (Outside resources)
 - Committee/Resource Meeting (Within Chapter)
 - Burial/Funeral Reception (Community members)
 - Others: _____

D. Arrival Time: _____ **Exit Time:** _____
 (Events may begin as early as 8:00 am and end no later than 5:00 pm, unless Special Arrangements are made with the Administrative Staff)
 Date of Event: _____

E. Rental Rates: Community Residents/Registered voters		F. Rental Rates: Non-Community Residents/Non-Registered	
\$70.00	- Facility Rental	\$115.00	- Facility Rental
\$50.00	- Security Deposit Fee (Refunded after event, if building is cleaned.)	\$50.00	- Security Deposit Fee (Refunded after event, if building is cleaned.)
5%	- Navajo Nation Tax	5%	- Navajo Nation Tax
Total: \$126.00		Total: \$173.25	
Fundraisers: \$175.00 + %5 = \$183.75			

- G. Rental Rates Waived for the following:**
- Committee/Resources Meeting - Within Chapter
 - Burial/Funeral Reception (Community Members only)
 - Outside Resources (Health Fairs, Move it Walks, Etc.)
 - Outside Resources – Profit Organizations & Others

**NO CASH or PERSONAL CHECKS!! MONEY ORDER ONLY!
 NOTICE: 24 Hours cancellation for all refunds. (NO EXCEPTIONS)**

THE CHAPTER COORDINATOR AND/OR CHAPTER PRESIDENT MUST APPROVE ANY WAIVER OF FEES

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

Sponsor _____ with an Address of: _____

Phone # _____ Date: _____

FACILITY USAGE AGREEMENT (TERMS & CONDITION)

1. All user groups. 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 forever release and discharge the TSAYATOH CHAPTER, its employees, representatives from any liability of any nature whatsoever, incurred by virtue of the use 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 nature whatsoever, whether direct or consequential, arising out to the use of the TSAYATOH CHAPTER property, Irrespective of whom the claimant is.
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 these facilities or equipment or assign the reservation lease covered by this agreement, whether for cash or in-kind consideration with the prior written consent of the TSAYATOH CHAPTER.
7. Audience capacity may not go beyond 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.
12. Tables & chairs, other equipment's to be set up by the Sponsor & putting it away, plus cleaning the meeting and kitchen areas after usage.
13. **Agreement and all necessary attachments, 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.**
14. **IN CASE OF EMERGENCY WHILE ON THE CHAPTER COMPLEX:**
Notify the Navajo Nation Police Department (505) 786-2050 or call 911.
15. **I HAVE READ AND AGREE TO THE PRECEDING TERMS AND CONDITIONS:**

X Signature of Sponsor: _____ Date: _____
X TSAYATOH CSC: _____ Date: _____

This form is only an application. Reservation is OFFICIAL ONLY when the approved copy of this agreement/Contract and all relevant attachments are returned to the SPONSOR.

FEES to be paid: \$ _____ BY: _____ Total Amount Due: _____

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