



BODAWAY GAP CHAPTER

A Certified Chapter of the Navajo Nation

Hwy 89 MP 498 N to The Gap, Arizona 86020
PO Box 1546 Cameron, Arizona 86020
Office: (928) 283-3493 Fax: (928) 283-3496
www.bodaway.navajochapters.org



FACILITY USE REQUEST FORM

NAME OF RENTER: _____ DATE: _____

CONTACT PH# _____ MSG PH# _____

ADDRESS: _____

ORGANIZATION
NAME (IF ANY): _____ EMAIL: _____

PURPOSE OF RENTAL:

EVENT INFORMATION

DAY & DATES REQUESTING (ex: Monday, MM/DD/YY)	EVENT TIMES		# OF PEOPLE ATTENDING	WILL FOOD BE SERVED?
	TIME IN	TIME OUT		

FEES:	Rate	Tax 6%	Subtotal	# of days	TOTAL (Subtotal x # of days)
Weekday Rental	\$30 per day	\$1.80	\$31.80		
Weekend Rental	\$50 per day	\$3.00	\$53.00		
Cleaning Fee (non-refundable)	\$25 per day	\$1.50	\$26.50		
<input type="checkbox"/> Holiday	\$50.00 added	\$3.00	\$53.00		
<input type="checkbox"/> Kitchen	\$25 per day	\$1.50	\$26.50		
<input type="checkbox"/> TV	\$25 per rental	\$1.50	\$26.50		
<input type="checkbox"/> Microphone and Speakers	\$25 per rental	\$1.50	\$26.50		

TOTAL AMOUNT DUE

The Chapter Manager must approve any waiver of fees. Full payment is due on the business day before the first day of use.

ACCEPTED PAYMENTS: Credit Card, Debit Card, Money Orders or Business Checks – (no cash or personal checks)

Make Payable to BODAWAY GAP CHAPTER.

I, _____, hereby confirm that I have received the Bodaway Gap chapter property management policies and procedures section xi (a)(c) pertaining to chapter property usage.

I, _____, hereby confirm that I have received and read the Bodaway Gap chapter guideline facility use. It is my responsibility to comply with the guidelines. It will be my responsibility to plan with the Chapter Administration on arranging when the facility will be opened and closed. A copy of the approved & signed facility usage form shall be always in my possession for security purposes.

Renter's Signature _____

Date _____

Received by _____

Date _____

APPROVED

DENIED

CHAPTER MANAGER

DATE



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FACILITY GUIDELINES

Name of Activity/Event _____ Date of Activity/Event _____

1. Any Event to be held on the Bodaway Gap Chapter Properties requires a Facility Use Form. Complete in full WITH attached event description and circulated for the appropriate approval signatures. Forms need to be submitted at least one week prior to the event. Incomplete forms will not be accepted and returned to the requester.
2. All events that are not sponsored by a Navajo Nation Department must have Temporary Liability Insurance for days/hours of event.
3. **If event invites community members to participate, a flyer is to be attached for communication.**
4. The kitchen is not included in the facility usage and will be closed during the event.
5. The Chapter does not discriminate against any Group, Organization, Business, or Individuals.
6. In case of Conflict with Chapter Functions and Activities, the Chapter Functions and Activities take priority over other Facility Use Requests.
7. Anytime buildings are Closed due to inclement weather or other Emergency, all activities are CANCELLED.
8. Applicants shall assume responsibility for the safety of the participants and spectators and the activity for the term reserved facility use.
9. Children are not allowed at reserved activities unless they are participants.
10. No Alcoholic Beverages, Drugs, or any person under the influence of alcohol or drugs are permitted on the property. If you suspect anyone has been or is such substances, they should be asked to leave immediately. Bodaway Gap Chapter staff members and Officials have the authority to have such people removed, with possible Police Action.
11. Smoking is strictly prohibited inside the Chapter Properties.
12. Those attending an event/activity in a particular room should remain in that room when entering and exiting the building or using the restroom facilities.
13. Any and all damage to the Chapter Facilities, Equipment, Furnishings, and/or Property must be corrected, and all costs involved paid for by the Requestor, and maybe cause for Police Action.
14. No pets are allowed in Chapter Facilities, with the exception of animals registered in approved programs and trained Guide animals for people.
15. Abusive, profane, threatening, or otherwise indecent language or conduct are strictly prohibited. Threatening actions during the event toward a Chapter Officials, staff will result in suspension of activities. If a Chapter Official or staff feels that the conduct of a person is in violation of the above that Official or staff person has the authority to Halt the event/activity and close the facility with possible Police Action.
16. Fighting is strictly prohibited, Adults fighting during the event/activity will result in immediate suspension of event/activities with possible Police Action. Youth fighting will result in mandatory parental notification and dismissed from the event/activities.
17. No weapons shall be allowed on Chapter Property unless the weapons are brought to be used for a specific program like gun safety, etc. and previously approved by the Chapter Officials. If violated, Police Action will be taken.
18. Gambling is not permitted on Chapter Property and in Chapter facilities. Games, which are predominantly social and sponsored by a non-profit organization is permitted.
19. No one should be in the Chapter facilities before 8:00 AM or after 5:00 PM without prior and written authorization.
20. Facility furniture moved shall be returned to its original setting at the end of use.
 - a. Absolutely NO staples or industrial strength tape are to be used on the wall. NO glitter and/or confetti to be used.
 - b. Prior to leaving the facility, all trash accumulated is the renter's responsibility and must be bagged and removed at the end of the event. (Plan on bringing your own cleaning supplies)
 - c. Any decorations used must be taken down.
21. Please make sure that all lights are turned off, make sure all windows and doors are closed and locked at the conclusion of your rental use.
22. The Chapter Administration will arrange for an employee to open and close the facility.
23. Failure to comply with the above Rules and Regulations will result in Denial of future use of Chapter facilities.

Requestor's Name (Print)

Signature

Date



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TABLE & CHAIR USAGE

Chairs and tables are not available for offsite rental/use.

Tables and chairs provided in sets: one (1) table with ten (10) folding chairs.

DAY & DATES REQUESTING (ex: Monday, MM/DD/YY)	# of sets requested

____ I understand if item(s) are lost or returned broken, I will be charged for the replacement value of each broken or lost item(s): \$50 per table and \$20 per chair.

____ I understand, as the renter, I am responsible for the condition of all items rented and that item(s) are not to be left outside or left unsecured overnight.

____ I understand that all will be inspected by the Administrative Assistant or the Chapter Manager for final count and condition checks.

Renter's Signature

____ Date

Received by

____ Date

APPROVED DENIED

____ CHAPTER MANAGER

____ DATE