

NAGEEZI CHAPTER

Eastern Navajo Agency • District 19



PO Box 100

Nageezi, NM 87037

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FACILITY RENTAL AGREEMENT FORM

Name: _____ Date: _____
Address: _____ Cell Number: _____
_____ Email: _____

Multi-Purpose Center/Chapter Hall Rental – Additional rates for Non-Registered Voters

Date of Event: _____ Hours Requested: _____ Use of Kitchen: ☐ Yes ☐ No

Purpose/Event: _____

Number of Tables: _____ Number of Chairs: _____

(Chapter Hall: Max 10 Tables)

The rental fee plus Security Deposit must be paid in full upon the day of renting either the Multi-Purpose Center or Chapter Hall. Please submit a separate money order for the security/cleaning deposit. The Security/Cleaning Deposit will be returned if no damages are reported or found when the use of the facility is inspected. A refund check will be issued in two weeks.

PLEASE NOTE: RENTAL FEE IS NON-REFUNDABLE FOR A SCHEDULED EVENT.

Applicant's Signature: _____ Date: _____

..... **NAGEEZI CHAPTER USE ONLY**

APPROVED BY: _____ DATE: _____ FEE WAIVED: ☐ YES ☐ NO

CHAPTER EVENT RENTAL FEE: _____ MONEY ORDER: _____

SECURITY/CLEANING DEPOSIT: _____ CASH: _____

REFUND CHECK ISSUE DATE: _____ REFUND CHECK AMOUNT: _____

REVIEWED, COMPLETED AND FILED BY: _____ DATE: _____

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1. Nageezi Chapter Hall and Multi-Purpose Center are Drug & Alcohol-Free facilities.
2. Nageezi Chapter is not responsible for any stolen items, injuries and any accidents in the time of the event you are sponsoring. For safety purposes, all children invited or attending your event must be supervised at all times.
3. Rental Fee and Security/Cleaning Deposits are due in full before facility is opened for the event. Money Order (preferred) and Cash is excepted. A security deposit is required and will be returned in check form on the following Fridays, less the cost of any damages, repairs or if facility was not cleaned. Rental Fee is not refundable for a scheduled event.
4. Set up and time limits: The rental contracted day begins the time stated on the rental agreement and concludes the at time stated as on the rental agreement. All personal equipment and decorations are to be removed from the facility, chairs and tables put away. Nageezi Chapter will provide clean restrooms, toilet tissue, paper towels and cleaning supplies. Cleaning time is to be included in your event rental time and completed. Facility should be cleaned and left as how you found it.
5. Person in charge of renting the facility can make event change requests to prevent errors in communication with Chapter Administration.
6. Basketball and Volleyball Tournaments: Chapter will be responsible for overseeing the operation of the scoreboard console.

_____ Clean all Counters, Sinks, Mirrors, Appliances, Tables, Chairs, Doors, Walls.

_____ Empty all Garbage Cans and Replace Bags.

_____ Sweep Gym, Kitchen and Restroom Floors and Mop.

_____ Clean Tables and Chairs.

_____ Turn of Stove, Gas Line should be Off.

_____ Secure all Doors and Windows, Turn Off all Lights,