



THE NAVAJO NATION
FORT DEFIANCE CHAPTER
 P.O. Box 366 • Fort Defiance, Arizona 86504
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Aaron Sam, President
Genevieve Jackson, Vice-President
Grace Tracy, Secretary/Treasurer
Herman Billie, Grazing Official
Wilson Stewart Jr., Council Delegate

DR. BUU VAN NYGREN
 Navajo Nation President

RICHELLE MONTOYA
 Navajo Nation Vice President

FACILITY USAGE FORM & AGREEMENT

Name/ Organization: _____ Date: _____
 Address: _____ Phone No.: _____
 Date to be used: _____ Time: _____ to _____
 Purpose if Usage: _____
 Are you registered with Fort Defiance Chapter? [] Yes [] No Verified By: _____ Census#: _____

BY CHECKING THE BOXES BELOW, I VERIFY THAT I HAVE READ AND UNDERSTAND AND AGREE TO FOLLOW ALL THE TERMS IN THIS AGREEMENT: PLEASE READ CAREFULLY

- Name on the Facility Usage Form & Agreement must match the names on the Money Order, Waiver and the Walk-Thru Checklist. Renter must be available for initial walk- thru of building;
- The Chapter Administration has the authority to cancel this agreement due to any unforeseen emergencies. (Such as Chapter meetings, Planning Meetings, Funeral/ Family Meetings & Receptions, Etc.);
- I understand that first preference will be given to Fort Defiance Chapter and second will go to Fort Defiance Chapter Registered Voter. ***RENTAL WILL BE BASED ON FIRST COME FIRST SERVE WITH PAYMENT!**
- I agree to thoroughly clean (sweep & mop) the Meeting Hall, Kitchen, Restrooms, Lobby and pick up all trash in the parking area after this event, and I will not pour grease into the floor drain or I will forfeit my security deposit;
- I will provide my own trash bags and **DISPOSE OF MY TRASH BAGS AT MY OWN EXPENSE. I WILL NOT LEAVE THE EVENTS TRASH ON THE CHAPTER PREMISES AND/OR CHAPTER VEHICLES AFTER EVENT**, including tape on the walls, balloons, staples, banners, utensils; etc.
- The Chapter will restock toilet tissue and paper towels upon opening of the facility. Therefore I will be responsible to provide all the toilet tissue, paper towels and my own cleaning products/ solutions;
- If necessary, I will hire a security guard to monitor the facility during this event;
- Use of alcohol & other illegal substances on Fort Defiance Chapter premises will not be allowed nor tolerated during this event;
- Due to the demand of the Facility Usage, I may not be eligible to rent the facility for another four (4) months;
- Refund(s) will not be made on facility rental fees for CANCELLATIONS unless the cancellation has been made 24 hours prior to the event. **NO EXCEPTIONS**; and/ or depending on the condition of the facility after use.
- If using the kitchen, you are responsible to clean it; this includes the stove, oven, sink, refrigerator, counter tops and the cutting stands as well as weeping and mopping kitchen floor and cleaning the floor drain;
- A **\$75.00 Cleaning Deposit** is now required for **EVERY** event held in the facility. **NO EXCEPTIONS**; DANCE: C/W Dances, Song and Dance, Gourd Dances, Rock Show & ECT will need Building Rental Insurance;
- The usage fees are to be **paid in full**, 24 hours prior to the actual event. **MONEY ORDERS ONLY – NO CASH WILL BE ACCEPTED.**
- I will be held responsible for any missing or stolen Fort Defiance Chapter Property, broken tables and chairs, or any defacing of walls, tables, chairs etc... Failure to comply will result in forfeiting my Security Deposit.**
- IF YOU ARE FOUND TO BE RENTING THE FACILITY FOR A NON-REGISTERED VOTER YOU WILL BE CHARGED AS A NON-REGISTERED VOTER AND WILL FORFEIT YOUR SECURITY DEPOSIT AFTER THE FACT!** If I fail to comply with the above terms then I will have default my agreement with the Fort Defiance Chapter, and as a result, I knowingly forfeit the cleaning deposit plus I understand that I may not be allowed to utilize the facility for future events. This will be at the Fort Defiance Chapters discretion.

 Signature (You must be present entire event)

 Date

FORT DEFIANCE CHAPTER STAFF/ OFFICIALS USE ONLY

[] APPROVED [] NOT APPROVED [] FEE NOT WAIVED [] FEE WAIVED

Chapter Staff or Official's Signature: _____

Date: _____

<u>TYPE OF EVENT</u>	Fort Defiance Chapter Registered Member Fee	Non-Registered Community Member Fee
Dances: Song & Dance, C/W Dance, R/R Show, Shoe Games, Tournaments, etc.	\$375.00 x 6% tax = \$397.50 with other events, additional charge(s) will apply <i>Building Rental Insurance</i>	\$450.00 + 6% tax = \$477.00 with other event(s), additional charge(s) will apply <i>Building Rental Insurance</i>
Birthdays, Receptions, Dinners, School/Family reunions, Church events, etc.	\$111.00 x 6% tax = \$117.66 (5 hours or less) \$222.00 x 5% tax = \$235.32 (5 hours or more)	\$150.00 x 6% tax = \$159.00 (5 hours or less) \$300.00 x 5% tax = \$318.00 (5 hours or more)
Cake Walks, Bingo	\$111.00 x 6% tax = \$117.66 (5 hours or less) \$222.00 x 6% tax = \$235.32 (5 hours or more)	\$150.00 x 6% tax = \$159.00 (5 hours or less) \$300.00 x 6% tax = \$318.00 (5 hours or more)
NAVAJO NATION DEPTS, NON-PROFIT AGENCIES AND OTHER ENTITIES	\$37.50 x 6% tax = \$39.75 (All Day)	A \$75.00 Cleaning Deposit is required and MAY BE refundable after inspection of facility is made & is acceptable.
Campaign Rally's	\$300.00 + 6% NN TAX (18.00)= \$318.00 Plus Cleaning Deposit \$75.00	

Please make Money Order(s) Payable to:

**The Fort Defiance Chapter
P.O. Box 366
Fort Defiance, Arizona 86504**

NOTE: Facility Usage renters are now required to provide verification of Liability Coverage (specifically for the date & time requested) and given to the

• FORT DEFIANCE CHAPTER STAFF/OFFICIALS USE ONLY •

Beginning Balance: _____

Amount Paid: _____

Balance Due: _____

Money Order #: _____

Receipt #: _____

Payment Date: _____

Deposit Made in Full? YES _____ NO _____