

ROCK SPRINGS CHAPTER FACILITY RENTAL AGREEMENT

PO Box 4608, Yahtahey, New Mexico 87375 TELEPHONE: (505) 371-5100; FAX: (505) 371-5103

Registered Voter?		Non-Community Member? Security Deposit will vary.	
NAME/ORGANIZATION		DATE:	
ADDRESS:			
TELEPHONE NO.:		SECOND TELEPHONE NO.:	
PURPOSE OF RENTAL			
DATE REQUESTED:		FROM/TIME:	TO/TIME:
1-4 HOURS	M.O. Total:	MONEY ORDER IS REQUIRED FOR PAYMENT	A DEPOSIT OF \$100.00 MONEY ORDER IS REQUIRED and deposit will be Refunded depending on inspection after use. Please leave Deposit Money Order BLANK.
FOUR (4) HOURS IS THE LIMIT OF RENTAL, NOT TO EXCEED AFTER 9:00 PM. (Due to Facility Usage by Navajo Nation Curfew). IF ADDITIONAL HOURS ARE REQUESTED, IT WILL BE AN ADDITIONAL \$25.00/HOUR TO YOUR RENTAL AGREEMENT. PAYMENT IS DUE UPON REQUEST.			
WILL YOU HAVE FOOD CONCESSION? At the present time, the kitchen is closed by OEHE		Food Handlers and resale cards need to be clearly Posted in concession area (by order of the OEHE) *Funeral Receptions/Donations are to speak with OEHE*	
RENTAL AGREEMENT			

This agreement is between the Rock Springs Chapter and the above-named renter to use the **CHAPTER MEETING ROOM & KITCHEN** for the purpose on such date and time stated above.

YOU AS THE RENTER(S) AGREE TO BE RESPONSIBLE FOR THE FOLLOWING:

- ☐ Paying security deposit and rental fee BEFORE usage of facility
- ☐ Security deposit is refundable in the amount of \$100.00 depending on the condition of the CHAPTER facility after use.
- ☐ Private Rental Insurance is required day before event, which is renter's responsibility and/or a security deposit of \$100.
- ☐ All injuries, damages, and thefts are renter's responsibility.
- ☐ Cleaning and maintaining the inside and outside of the facility/rental item. (SWEEP, MOP, REMOVE AND DISPOSE OF TRASH, RELINE TRASH CANS, ETC. CLEAN KITCHEN STOVE, REFRIDGERATOR, SINK)
Provide own trash bags/liners and cleaning supplies.
- ☐ Comply with state, county and Navajo Nation on all curfew laws/regulations.
- ☐ Walk thru with Rock Springs Chapter Staff _____ Initial.

FACILITY USAGE		
**\$94.34 X 6% = \$100 + \$100 (Deposit) = \$200 (Money Order)		
Date Received	Money Order for Facility	Money Order for Deposit
Facility Inspection Date	Inspection by	Date Deposit Returned

Your signature will signify that you understand and agree to the above terms:

Renter's Signature

Date

Chapter Coordinator's Signature

Date

PLEASE NOTE: Any family Donation/Gathering Meeting takes precedence (priority) over your scheduled event.

UPON SIGNING THE ROCK SPRINGS CHAPTER FACILITY RENTAL AGREEMENT, ALL ACTION THAT TAKES PLACE WITHIN THE PREMISES WILL NOT BE ROCK SPRINGS CHAPTER RESPONSIBILITY. THEREFORE, ANY THEFT, DAMAGES, LOSS, INJURIES, AND ACCIDENTS WHILE PERFORMING ACTIVITIES WILL BE DIRECTLY THE RENTER'S RESPONSIBILITY. THANK YOU.