

LeChee Chapter Navajo Nation
P.O.Box 4720, Page, AZ 86040
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Office Use Only
Date received:

BUILDING USAGE AGREEMENT

DATE:	NAME:	ADDRESS:		
PERSONAL PHONE:	DATE TO BE UTILIZED:	TIME: AM / PM	ENDING DATE:	TIME: AM / PM
ARE YOU A REGISTERED VOTER OF LECEE CHAPTER? { } Yes { } No		IF BUSINESS, PLEASE STATE WHAT BUSINESS? _____		

USAGE FEES	
SPECIAL OCCASION USAGE	BUSINESS USAGE
<p>\$84.00, NN tax included, Money Order / Cash Deposit <i>(Monday – Friday 8am to 5pm)</i> <i>(Saturday/Sunday/Holidays)</i></p> <p><input type="checkbox"/> Birthday parties</p> <p><input type="checkbox"/> Baby Showers</p> <p><input type="checkbox"/> Receptions (Graduations, Promotions, Weddings, First Laugh, etc.)</p> <p><input type="checkbox"/> Dinners (Family, Holidays)</p> <p><input type="checkbox"/> Fundraising Events (Cake walks, Bingo, Bazaars, etc)</p> <p><input type="checkbox"/> Other:</p>	<p><input type="checkbox"/> \$105.00, NN tax included, Money Order / Cash Deposit <i>(Monday – Friday 8am to 5pm)</i></p> <p>Usage of the Business Usage includes the following:</p> <ol style="list-style-type: none"> 1. PA System 2. Projector 3. Electric Cords <p>FUNERAL ARRANGEMENTS:</p> <p><input type="checkbox"/> Family meetings (<i>Waivered</i>)</p> <p><input type="checkbox"/> Reception</p> <ul style="list-style-type: none"> • \$31.50 NN tax included, Money Order / Cash Deposit • _____ <p>Member Name: _____</p>

The minimum rental will be for **four hours**, payable by the money order/cashier's check and encumbered ICR, which shall be paid before building usage. Building usage fee includes Liability insurance, covered by the LeChee Chapter.

For tribal programs and departments requesting waiver of fees, the LeChee Chapter Staff/Manager shall have the sole authority to approve any waiver of fees based on a written justification.

Building usage fees **can** be waived for tribal programs and departments who *provide* services to the Chapter or community. However, there will be a \$30.00 minimum for Liability Insurance, covered by The LeChee Chapter House. Statement of justification for waiver of building usage fees:

{ } Approval { } Disapproval

RENTAL AGREEMENT:

Non-LeChee Chapter groups or organizations or individuals, (Lessee) who wish to use LeChee Chapter building facilities to conduct activities of various purposes shall be required to obtain short term liability insurance prior to utilizing the facility.

The LeChee Chapter shall not assume any responsibility for loss or theft of any valuables of the Lessee’s or their invites, nor for any liability or damages whatsoever caused by the Lessee’s negligence of failure to comply with the applicable standard of care for any activities under the Lessee’s control, or for the Lessee’s failure to comply with any applicable LeChee Chapter policies or Navajo Nation law. Any liability of the LeChee Chapter of the Navajo Nation shall be strictly limited to those damages available under the Navajo Sovereign Immunity Act, 1 N.N.C. subsection 551 *et seq.* The Lessee is responsible for making sure that all LeChee Chapter property remain on the premises and that the area if clean before leaving. It will be the Lessee’s responsibility to pay for any damaged property.

ALL USERS:

1. All trash accumulated during usage much be HAULED AWAY by user.
2. Put Chairs and tables away properly.
3. Remove all decorations. (NO THUMBTRACKS OR STAPLES ON WALLS OR CEILINGS)
4. Control Children from running, climbing stairs/trees and water points, writing on walls, etc.
(*Cleaning supplies will be accommodated for cleaning after building usage.*)

PLEASE READ:

1. Funeral meetings are fee Exempt but subject to cleaning.
2. Clean around chapter premises: Pick up trash. One trash container will be available and ALL OTHERS take with you.
3. When activity is completes, turn off lights in building, turn of porch light and lock all exit doors and windows.
4. You are responsible to report any damages, theft, injuries or fire to the Police Department for an incident report.
5. DO NO LEAVE children unsupervised indoors and outdoors.
6. This Agreement for use of the chapter facility is issued to the above mentioned Name/Organization on designated date for the specified purpose. The user of the facility will comply with the Usage Agreement Policies and Procedures sand be held responsible for any damages resulting from or during usage. The user takes full responsibility for CLEANING the facility prior to leaving the building. A fee in the Full amount of \$_____ must be paid 5-10 days prior to the usage.
7. The user will be held for any cost for any damages to the building, tables, and chairs while in use.
8. The User understands that they will be charged for unforeseen damages and injuries while using usage of building.

I HAVE READ AND UNDERSTAND THE ABOVE USAGE AGREEMENT POLICIES & PROCEDURE AND WILL TAKE REPONSIBILITY FOR USING THE CHAPTER FACILITY. I ALSO UNDERSTAND THAT THE CHAPTER IS NOT LIABILE FOR INJURIES OF AN INDIVIDUAL WHILE USING THE CHAPTER FACILITY.

X

Chapter Manager/Chapter Staff

Lessee