



**WHITE CONE CHAPTER**

28 N. HWY 77 PMB 5120  
 HOLBROOK, AZ 86025  
 Telephone: (928) 654-3900  
 Fax: (928) 654-3901

**WHITE CONE**

- CHAPTER HOUSE
- ARBOR
- MULTI-PURPOSE GYM

**AGREEMENT FOR FACILITY USAGE FORM**

**RECEIPT**  
 # \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_  
 ( ) \_\_\_\_\_

COMMUNITY MEMBER?      YES / NO

EVENT/FUNCTION: \_\_\_\_\_  
 \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_      TIME: \_\_\_\_\_ AM/PM      \_\_\_\_\_ AM/PM

OFFICE USE ONLY		OFFICE USE ONLY
<b>CHAPTER FACILITY FEE(S)</b>		<b>GYM FACILITY FEE(S)</b>
CLEANING DEPOSIT (REFUNDABLE)	\$	\$150.00 (DEPOSIT FOR GYM)
\$50.00 (DEPOSIT FOR FACILITY)	\$	\$150.00(DEPOSIT FOR CONCESSION)
\$50.00 (DEPOSIT FOR KITCHENETTE)	\$	\$50.00 (DEOSIT FOR CLASSROOM)
\$150.00 (DEPOSIT FOR DANCES)	\$	\$50.00(DEPOSIT FOR OUTSIDE FIELD)
\$20.00 (DEPOSIT FOR (20) CHAIRS	\$	<b>FACILITY FEE (PER DAY)</b>
\$50.00 (ARBOR ANNOUNCER STAND)	\$	\$300.00 GYM (FLAT RATE)
FACILITY FEE (PRICES PER DAY)	\$	\$100.00 SOFTBALL FIELD-COMMUNITY MEMBER
\$50.00 <b>COMMUNITY MEMBER</b>	\$	\$200.00 FIELD-NON COMMUNITY MEMBER
\$50.00 KITCHENETTE <b>COMMUNITY MEMBER</b>	\$	\$100.00 CONCESSION-COMMUNITY MEMBER
\$100.00 <b>NON COMMUNITY MEMBER</b>	\$	\$150.00 CONCESSION-NON MEMBER
\$50.00 KITCHENETTE <b>NON COMMUNITY MEMBER</b>	\$	\$75.00 CLASSROOM-COMMUNITY MEMBER
DANCE FEE (PRICES PER DAY)	\$	\$100.00 CLASSROOM-NON MEMBER
\$250.00 <b>COMMUNITY MEMBER</b>	\$	<b>ATTENTION: RENTERS</b>
\$300.00 <b>NON COMMUNITY MEMBER</b>	\$	<b>ALL TRASH/SANITARY DISPENSES NEED TO BE EMPTIED OUT AT THE END OF EVENT!!</b>
<hr/>		
<b>TOTAL PAID:</b>	<b>\$</b>	<b>RENTERS ARE RESPONSIBLE FOR PROVIDING TISSUE &amp; PAPER TOWELS IN RESTROOMS.</b>
NON FUNDRAISING EVENT Between (8:00 am - 4:30 pm)		

**AGREEMENT**

I, \_\_\_\_\_, Applicant, individual, or member of organization stated herein agree to ASSUME ALL RESPONSIBILITIES applicable to any and all damages to Chapter equipment and facility due to negligence of applicant and/or organization utilizing the Chapter House including public restrooms and kitchen, when applicable. **I, further agree to vacate the facility secured and in clean condition, i.e., floors swept and mopped, both restrooms cleaned, all trash containers emptied, all windows and entrances locked, propane turned off and all lights turned off. RENTERS are responsible for bringing their own cleaning supplies and trash must be taken out of the building. If left in the building, you will not receive your deposit refund.** Plants and trees must be perfect arrangement, i.e., plants must not be pulled from its soul and trees not torn off the tree stump.

I/We also agree to pay White Cone Chapter Office as follows:

- Cleaning Deposit: Community and Non Community Members refundable provided the facility/arbor/gym is cleaned as inspected by the Chapter Administrative personnel.
- Cleaning Deposits will be distributed by check form on Tuesday and Thursday.
- DANCES - Must have copy of Police Security Check Form with approval attached to application.
- Arbor Space: Available Monday through Friday 8:30 am - 4:30 pm.
- 6% Navajo Nation Tax will also be applied to Cleaning Deposit, Facility Fee, Chair Fee and Dance Fee's.
- **PAYMENT MUST BE PAID IN FULL - NO EXCEPTIONS!!**
- **PAYMENT MUST BE PAID 5 DAYS PRIOR TO YOUR EVENT. NO EXCEPTION!!**
- **NO FOOD SHALL BE ALLOWED ON BINGO FLOOR IF KITCHEN IS NOT RENTED, THIS WILL FORFEIT YOU'RE CLEANING DEPOSIT!**

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I, Applicant, Individual, or Member of Organization stated herein, have read, understood and agree to all terms stated within this AGREEMENT.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
AMS/OA Signature of Approval

\_\_\_\_\_  
Date

**NOTE:** I understand that if there are damages and other liabilities regarding attendees to my activities and the Chapter, I will be held responsible. I also understand if damages are more than my deposit, I will be held responsible for the payment of all cost to repair damages. I also understand that the chapter has the right to take responsible party to small claims court.

Renter Signature X \_\_\_\_\_  
 Explained by: \_\_\_\_\_ OA/AMS/CM Date: \_\_\_\_\_



Refund Cleaning Deposit

Cleaning Deposit withheld, Reason: \_\_\_\_\_

Acknowledge: \_\_\_\_\_ CM DATE: \_\_\_\_\_

### MONITORING & CLEANING OF CHAPTER FACILITY RENTAL CHECKLIST

Print Name of Staff opening: \_\_\_\_\_ Date: \_\_\_\_\_

<b>SWEEP</b>	Before	After
Lobby		
Halls		
Women's RR		
Men's RR		
Kitchen		
Assembly Room		
<b>MOP</b>	Before	After
Lobby		
Halls		
Women's RR		
Men's RR		
Kitchen		
Assembly Room		
<b>TRASH/VACUUM</b>	Before	After
Bleachers/Lobby		
Halls		
Women's RR		
Men's RR		
Kitchen		
Assembly Room/classroom		
<b>RESTROOM M &amp; W</b>	Before	After
Toilets/Urinals		
Mirror(s)		
Countertop(s)		
<b>KITCHEN</b>	Before	After
Counter Top (s)		
Sink(s)		
Stove(s)		
Refrigerator		
<b>ASSEMBLY ROOM</b>	Before	After
Counter		
Chairs(s)		
Table(s)		
Heating stove		
<b>OUTSIDE PREMISES</b>	Before	After
Trees		
Plants		
Padlock		

- √ - Acceptable
- M - Missing
- NS - Needs Service
- \* - Damaged
- NR - Needs Repair
- R - Replace
- D - Dirty
- C - Cracked
- B - Broken
- N - None
- O - Other; explain
- N/A - Not Applicable

NOTES/CONCERNS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Staff Signature (walk thru) Date

**OFFICE USE ONLY**

Date Deposit Returned: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

\$ \_\_\_\_\_  
Amount Paid

PAID

\_\_\_\_\_  
Renter Name (PRINT)

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Office Personnel

## WHITE CONE CHAPTER IN-HOUSE BUILDING/FACILITIES

### POLICY AND PROCEDURES

#### I. Policies

- A. For events sponsored by community members and non-community members, renters are responsible to secure the whole fenced in compound and maintain the building/facilities. All fees must be paid in full before Office Assistant (OA) schedules your events.
- B. The Office Assistant (OA) will open event calendar schedule at the last week of the month for the following month's events for community members only. The first week of that same month will be opened for non-community members on a first come, first served basis.
- C. If renter has already had an event, enter would have to wait until the following month (ex. Renter uses facility in January, renter would have to skip a month and would use facility until March).
- D. **ALL RENTERS SHALL NOT** make any form of payment to a **CHAPTER STAFF OR CHAPTER OFFICIAL** outside of chapter compound. Payments are to be made and recorded during business hours at the Chapter House.
- E. The White Cone Chapter **SHALL NOT** be responsible for loss, theft or damages of any valuables belonging to the renters; not liable for any injuries that may be caused due to negligence and carelessness of sponsors renting the building/facilities.
- F. All renters will be responsible for making sure all Chapter properties remain on premises and cleaned before leaving. It will be the renter's responsibility for any damaged property and if facility is not cleaned, enter will forfeit deposit and future use of facility will be denied. Chapter Manager will be responsible for making a determination depending on circumstances and damages.
- G. The Chapter House will be utilized by Chapter recognized committee/organization from Monday through Saturday. For meetings, fees will be waived for the recognized committees/organizations. Fees will no longer be waived for fundraising events. **ABSOLUTELY NO FES WILL BE WAIVED FOR THE MULTI-PURPOSE FACILITY USE.**
- H. The Multi-Purpose facility **WILL NOT** be utilized for Country Western Dances.
- I. Agreement for Facility Usage forms must be filled out at least five **(5) days prior** to the meeting/event.
- J. Renters will agree that if there are damages and other liabilities regarding attendees at their event. The renters will be held fully responsible; when damages are more than the deposit. The renter will be held responsible for the payment of all cost (s) to repair damages.
- K. The Chapter has the right to take responsible renter to small claims court if need be. **The Chapter has the right to refuse service(s) to anyone who is not cooperating.**
- L. Public Employment Project (PEP) Laborer will be responsible to utilize Monitoring/Cleaning of Facility Rental check off list before and after each event.
- M. All children under the age of eighteen (18) must be supervised by an adult at all times.
- N. **HARASSMENT TO STAFF WILL NOT BE PROHIBITED!!** We reserve the right to refuse service to anyone.
- O. Amounts for facilities with necessary equipment(s) rental fees including Navajo Nation sales Tax: