

BUILDING RENTAL CONTRACT

NAME OF GROUP/ FAMILY

GROUP SIZE

AREAS REQUESTED

DATE/TIME

TYPE OF USE (specify hand-game, dance, fundraiser etc.)

The following fee schedule for use of the Indian Center facility will apply to all groups requesting the use of the building for any activity/ function

DEPOSITS AND FEES

<u>GROUP SIZE</u>	<u>DEPOSIT</u>	<u>FEE 1</u>
20 or less	\$50.00	\$50.00
20-50	\$75.00	\$75.00
50-100	\$100.00	\$100.00
<u>POW-WOW GROUNDS</u>	\$100.00	\$100.00

(In case of inclement in weather, regular building use fees will apply)

Indian Community Members exempt of building use fees except deposit (subject to change)

BUILDING USER RESPONSIBILITIES (Read and check before signing)

___ I agree to comply with all policies.

___ I agree request forms must be completed and signed within 48 hours after a verbal request is made. Request should be made 2 weeks in advance. Deposit and fee must be paid at the time the form is completed.

___ You must pay with cash or one check for the deposit and fee combined.

POLICY AND PROCEDURE OF THE BUILDING

___ I agree to limit the activity to the requested areas and agree to keep all individuals out of all other areas of the building.

___ I agree to clean up all areas used, including restrooms and all outside areas.

___ I agree and understand that all events end and are to be cleaned by midnight. If the designated staff person has to clean any areas, **ALL** of the deposit will be forfeited.

___ I understand that smoking is not permitted inside the building and alcohol consumption is prohibited inside and outside of the building. If smoking occurs within the building or if alcohol consumption is evident anywhere inside or outside of the building, the person responsible understands that staff will ask that it discontinue at once. If it is not discontinued, the police will be notified. Deposits and future use of the building will be forfeited.

___ I understand that The Indian Center will not be held liable for any injuries, accidents, lost or stolen personal items or damages to personal property during events held at The Indian Center.

___ I understand that in the event damages to the building exceed the amount of deposit fees, I will be responsible to pay for all costs associated with repairs.

___ I understand that Indian Center, Inc. reserves the right to postpone or cancel events, if the building should be requested by a member of the Indian community for a wake and a funeral. All deposits and building use fees will be refunded.

KITCHEN PROCEDURE

___ I understand that it is my responsibility that any cooking grease will be taken to the metal bin in the back of the building. All trash is to be taken to the dumpster in the front of the building, and trash bags are to be replaced. All stove tops and counters are to be cleaned and wiped down. As the areas used are to be swept and mopped, and chairs and tables are to be put up.

___ I understand that I am responsible for providing my own kitchen ware and large trash bags

I HAVE READ, UNDERSTAND, AND AGREE TO THE RULES AS OUTLINED IN CONTRACT

Person Responsible for Group

Date

Indian Center, Inc. –Staff

Date