



Klagetoh Chapter
 Unit 42 HC58 Box 90 - Ganado, AZ 86505
 Phone: 928.652.2700/2704 / Fax: 928.652.2701

Facility Usage Request Form

Name (First and Last) _____ Usage Date _____

Chapter: Available Not Available

Time (from and to) _____

Purpose of Event: _____

Is this a Non-Profit Organization? Yes No Contact Number: _____

If yes, Provide EIN: _____

MEMORANDUM OF UNDERSTANDING

The aboved named requestor understands that the Klagetoh Chapter shall be held harmless in the event there is any type of loss or injury incurred at the proposed event, when/if the event is apprvred by Klageoth Chapter and it's agents. Further, the requestor fully understands the following terms:

- 1) Payment of fees for use of the facility and properties shall be paid in full to Klagetoh Chapter;
- 2) All documents shall be submitted and signed before Klagetoh Chapter Staff shall open the Facility;
- 3) Events such as; funeral receptions, funeral donation meetings, and for declaration of emergency and/or for special meetings shall SUPERCEDE all non-chapter related activities;
- 4) Must obtain and show proof of Certificate of Short-Term Liability Insurance;
- 5) Event flyers shall state "Not Responsible for Theft, Personal Injury, or Damage to Property" and "This is a Drug Free Event" in PRINT;
- 6) All evening events shall end and exit the premises by 12:00 am, otherwise the Chapter reserves the right to charge the lessee **additional \$50.00 an hour for utility cost**;
- 7) The Klagetoh Chapter's presiding officer and/or Chapter Manager reserves the right to deny any access of the facility after a conference has been held with requestor, they must provide justifiable cause;
- 8) Any non-compliance as stated in the lease agreement shall be pentalized by not utilizsing the facility for 3-6 months, depend on the non-compliance. Other non-compliance is Property Damage: If there are any property damages, the sponsor shall submit an incident report to the adminustration and the settlement will be based on the Navajo Nation Five Management System Standard Manul, under Property Policies and Procedures. All non-compliance shall state violation in detail.
- 9) Not to exceed the maximum number of 200 occupancy.

*****TO BE COMPLETED BY KLAGETOH CHAPTER ADMINISTRATION ONLY*****

SUPPORTING DOCUMENTS ATTACHED:

Review of Policy/Procedures Facility Request Form Facility Use Lease Agreement Insurance Forms

PAYMENT: Money Order, # _____ Cash N/A

Amount: \$ _____ Date: _____ Chapter Receipt #: _____

Received By: _____ Date: _____ Time: _____

Chapter Administration Signature _____ Date _____