



*Bahast'ah Chapter*  
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BAH-FAC-2017

**Chapter Usage Form**  
**NO DEPOSIT(S) WILL BE REFUNDED**

Date: \_\_\_\_\_ Purpose of Rental: \_\_\_\_\_  
*(i.e. Meeting, Baby Shower, Birthday Party etc....)*

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Home/Cell Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_

Registered Chapter: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Beg. Time: \_\_\_\_\_ (am/pm) Ending Time: \_\_\_\_\_ (am/pm)

**FULL PAYMENT IS REQUIRED TO RESERVE THE CHAPTER**

**NOTE:** All activities should conclude at or by 10PM on the day of the event.

CHAPTER USAGE/ACTIVITIES	Price		Amount
<b>Departments:</b> Navajo Nation, OEH, IHS, Chapter Entities/Committees During Business Hours, <b>ONLY:</b> 8:00 am-5:00 pm. – Monday thru Friday. <span style="background-color: yellow;">(Must Submit Letter from Organization)</span>	<b>No Charge</b>		
<b>TOTAL:</b>			

**Public Event/Hearing/Funerals:**

CHAPTER USAGE/ACTIVITIES	Price		Amount
<b>Chapter Meeting Room/Kitchen</b> <i>(i.e. Birthday parties, Baby Showers, Receptions, Dinners, Fundraising)</i>	<b>212.00</b> <i>(6% NN Tax Included)</i>		
<b>Funeral Donation/Reception</b> 1 <sup>st</sup> Donation Meeting Free 2 <sup>nd</sup> Donation Meeting must pay \$157.50 (No Refund)	1. Meeting-Free 2. Meeting <b>\$159.00</b>		
<b>Social Gatherings</b> <i>(Gourd Dance, Song &amp; Dance, Pow Wows, etc.)</i>	<b>\$212.00</b> <i>(6% NN Tax Included)</i>		
<b>Political Rallies:</b> (Inside / Outside)	<b>\$530.00</b> <i>(6% NN Tax Included)</i>		
<b>TOTAL:</b>			

Effective July 1, 2018 a 6% charge for Navajo Nation Sales Tax will be included.

DATE: \_\_\_\_\_ Payment received by: \_\_\_\_\_

Money Order Amount: \_\_\_\_\_ Money Order No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Describe the purpose for usage: \_\_\_\_\_

Chapter Usage is on a First Come, First Serve Basis.  
**NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED**

**Money Order Payable to TWIN LAKES CHAPTER**

**NOTICE:** We will need 24-hour written notice for all refunds for cancellations.

<b><u>RULES/RESPONSIBILITIES</u></b>	<b><u>Int.</u></b>
The Chapter Administration or Officials have the Authority to <b>Cancel</b> this Agreement due to any unforeseen circumstances beyond our control.	
<b>All cleaning supplies</b> must be provided by the renter. (i.e. trash bags, dish soap, etc.)	
<b>ALL RENTERS ARE RESPONSIBLE FOR THEIR OWN PRESENTATION SUPPLIES, MATERIALS, &amp; EQUIPMENT(S) INCLUDING POWER CORDS, EXTENSION CORDS, COPIES ETC.</b>	
<b>ALL</b> chairs & Tables are to be put away. Floor swept/mop.	
<b>Kitchen Usage:</b> All counters sink, stove and/or refrigerator must be cleaned (if utilized by renter).	
All trash accumulated during this function, must be emptied and disposed by the renter (Including trash in the parking lot).	
<b>Report any</b> discrepancies noticed before usage of the chapter property. Renter WILL be financially responsible for all/any damage(s) to tables, chairs, and other equipment/property in and outside the Chapter building.	
When activity has concluded (end), the building must be secured making sure all doors are locked.	
Bahastl'ah Chapter is not responsible for the turnout of the event (Activity or Fundraising). <b>NO REFUNDS!!</b>	
Bahastl'ah Chapter is not responsible for any injuries, theft, accidents which may occur inside or outside the chapter during the event.	
For all Social Gatherings Activities, you must provide own Security, Medical EMT, and Porta- Johns.	
Absolutely <b>NO COOKING</b> allowed in the Meeting Room.	
The Podium is <b>OFF Limits</b> ( <i>Due to damage of chairs, bingo markings, scratches/marking on the podium, etc.</i> )	
<b>Please control your Children in and around the Chapter Compound.</b>	

I have read and fully understand this agreement in utilizing the Chapter facilities and take the responsibility for the Chapter Building, and properties.

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

Chapter Administration: \_\_\_\_\_

Date: \_\_\_\_\_

Approved

Denied

Pending

**Approved: May 17, 2017**

Resolution No.: **BAH-17-05-17-008**

Motioned by: **THOMPSON JOHNSON**

Seconded by: **THOMASINA WILLIE**

VOTE: **18-01-02**