



# Bahastl'ah (Twin Lakes) Chapter

BAH-FAC-2025

Post Office Box 4424

Yatahey, New Mexico 87375

Phone: 505-735-2600 Fax: 505-735-2605

[twinlakes@navajochapters.org](mailto:twinlakes@navajochapters.org)

## CHAPTER USAGE FORM

Date: \_\_\_\_\_ Purpose of Rental: \_\_\_\_\_

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

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

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

Date of Event: \_\_\_\_\_ Beginning and Ending Time: \_\_\_\_\_ (am/pm) through \_\_\_\_\_ (am/pm)

NOTE: All activities must be concluded before 8 pm on the day of the event.

**TO RESERVE THE CHAPTER, FULL PAYMENT IS REQUIRED BEFORE EVENT**

No deposits will be accepted

CHAPTER USAGE/ACTIVITIES	Price	Amount
<b>Departments:</b> During Business Hours <b>ONLY</b> (9:00 am-4:00 pm. – Monday thru Friday) <i>Refer to attached list of Exempt, Non-Exempt, and MOA/Resolution entities</i>	See attached list for pricing	
<b>TOTAL:</b>		

Fees are based on 4 hours or less and event should not exceed beyond (8:00 pm)

CHAPTER USAGE/ACTIVITIES	Price	Amount
<b>Funeral Donation Meetings</b> <i>Registered (deceased) members</i> <i>Non-registered (deceased) members</i>	Free \$50.00 + .06% Tax \$53.00	
<b>Funeral Receptions</b> <i>Registered (deceased) members</i> <i>Non-registered (deceased) members</i>	Free \$50.00 + .06% Tax \$53.00	
<b>Meeting Room and Kitchen</b> <i>(Birthday parties, Baby Showers, Receptions, Celebrations, Dinner, Fundraisers, etc.)</i>	\$212.00	
<b>Social Gatherings</b> <i>(Gourd Dances, Song &amp; Dance, Pow-Wows, etc.)</i>	\$212.00	
<b>Political Rallies</b> <i>(Inside and/or Outside)</i>	\$530.00	
<b>TOTAL:</b>		

Effective July 1, 2018 a 6% Navajo Nation Sales Tax charge applies (include in above pricing.)

DATE: \_\_\_\_\_ Payment received by (Chapter administration): \_\_\_\_\_

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

Purpose for use of Chapter: \_\_\_\_\_

**CHAPTER RESERVATIONS ARE MADE ON A FIRST COME, FIRST PAID, FIRST SERVED BASIS.**

**NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED.**

**Please Make Money Order Payable to: TWIN LAKES CHAPTER**

**NOTICE:** A FORMAL NOTICE OF CANCELLATION OR REQUEST FOR REFUND MUST BE MADE 24 HOURS BEFORE EVENT.

<b>RULES/RESPONSIBILITIES</b>	<b>Init.</b>
1. Bahast'ah Chapter Administration staff and Chapter Officials have the authority to <b>CANCEL</b> this agreement due to any unforeseen circumstances beyond our control (i.e. inclement weather, power outages, etc.).	
2. Bahast'ah Chapter is <u>NOT</u> responsible for any accidents, injuries, and/or theft, which may occur inside or outside the chapter during the event.	
3. <b>ANY</b> damages or defects noticed before usage of the chapter are to be reported immediately. <u>Renter is financially responsible for any damage which occurs during the scheduled event</u> (includes tables, chairs, and other equipment and property inside and outside the chapter building.)	
4. Bahast'ah Chapter is not responsible for the outcome of the event, activity, or fundraiser ( <b>NO REFUNDS</b> ).	
5. <b>The Podium is OFF LIMITS.</b>	
6. All renters are responsible for their own presentation supplies, materials, and equipment, including <b>MICROPHONE</b> power cords, extension cords, copies, etc.	
7. <b>Defacing the Chapter if prohibited.</b> Renters may not use nails, staples, thumb tacks, strong adhesive tape, or any other decorating instrument which could damage the walls, floors, and/or ceiling.	
8. <b>Absolutely NO COOKING</b> is allowed in the Meeting Room.	
9. <b>KITCHEN:</b> All counters, sinks, stoves and/or refrigerators must be cleaned if utilized by renter.	
10. <b>DO NOT dump food or oil down sinks or water faucets.</b>	
11. All cleaning supplies must be provided <b>by the renter, including trash bags, dish soap, rags, etc.</b>	
12. All chairs and tables are to be put away at end of function.	
13. All floors, including bathrooms, are to be <u>swept and mopped</u> .	
14. All trash accumulated during the function must be emptied and disposed of by the renter. This includes all trash in the parking lot. If rocks are thrown on the sidewalk, placed back rocks into the planters.	
15. When function has concluded, the building must be secured by ensuring <b>all Chapter doors are properly locked and the entry gate is chained and padlocked.</b>	
16. <b>SOCIAL GATHERINGS:</b> All Security, Medical, EMTs, and portable restrooms are to be provided <i>by the renter</i> .	
17. Please <b>CONTROL YOUR CHILDREN</b> inside and around the Chapter complex.	
18. <b>NO ALCOHOL, ILLEGAL DRUGS, or LOUD/OFFENSIVE MUSIC</b> is allowed on the Chapter premises.	

**I have read and fully understand this agreement for utilizing the Chapter facilities and I take responsibility for the care of the Chapter building and its properties. I agree to pay for damages (minor or major) which could occur during my event.**

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

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

**Approved**     **Denied**    | **Reason:** \_\_\_\_\_

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

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

**CHAPTER USAGE DEPARTMENT/ENTITY LIST**

The following lists will be used to identify the amount to be charged for Chapter Usage. Fees for any entities not Listed will be determined by the Community Service Coordinator and Chapter Officials at the time of application.

<b>EXEMPT ENTITIES (No Fees Applies)</b>	<b>NON-EXEMPT ENTITIES (Fees Apply)</b>	<b>MEMORANDUM OF AGREEMENT AND CHAPTER RESOLUTION REQUIRED</b>
Community Health Representative (CHR)	Navajo Housing Authority	Veteran's Committee
Community Land Use Planning Committee (CLUPC)	Gallup Water Project	Twin Lakes Head Start
Wellness Activities (Just Move It! Etc.)	Navajo Tribal Utility Authority (NTUA)	
Headstart (Graduation and Reception Only)	Navajo Engineering Construction Authority (NECA)	
Community Activities (Earth Day, etc.)	McKinley County Election Office	
District 14 Council Meetings		
Ft. Defiance Agency Meetings		
Official Chapter Meetings – Planning, Regular and Special Meetings		
ASC Ft. Defiance Agency Meetings		