

BAHASTL'AH (TWIN LAKES) CHAPTER

PO Box 4424

Yahtahey, NM 87375

Phone # (505) 735-2600

Fax # (505) 735-2605

CHAPTER FACILITY USAGE FORM

Date: _____

Name: _____ Mailing Address: _____

Home Phone/Cell Phone #: _____ Work Phone : _____

Are you a Registered Voter/Chapter member? _____ Census #: _____

Purpose of Rental: _____
(i.e. Donation Meeting, Funeral Receptions, Meetings, Baby Shower, Birthday Party etc.,)Date of event: _____ Beginning and Ending Time: _____ (am/pm); through _____ (am/pm)
(NOTE: All activities must conclude before 9 pm on the day of the event)**TO RESERVE THE CHAPTER, FULL PAYMENT AND LIABILITY INSURANCE IS
REQUIRED BEFORE THE SCHEDULED EVENT COMMENCES**

CHAPTER USAGE FORM	PRICE	TOTAL AMOUNT
Departments: (10:00 am – 4:00) During Business Hours ONLY Refer to attached list of Exempt, Non-exempt, and MOA/Resolution entities	See Attachment List for Pricing	

FUNERALS/GATHERINGS/PUBLIC EVENTS	PRICE	TOTAL AMOUNT
Funeral Donation Meetings: Non- <u>Registered voter</u> /community Member(s)	\$50.00 + \$3.00 TAX	\$53.00
Funeral Receptions: Non- <u>Registered voter</u> /community Member(s)	\$50.00 + \$3.00 TAX	\$53.00
Meeting Room and Kitchen: (Birthday parties; Baby Showers; Receptions; Celebrations; Dinners; etc.,)	\$50.00 + TAX	\$53.00
POLITICAL RALLIES: (Inside and/or Outside)	\$500.00 + \$30.00 TAX	\$530.00
*** Navajo Nation Sales Tax Charge applies in above Pricing ***		

PAYMENT RECEIVED

Date: _____ Payment Received by: _____ Receipt #: _____

Amount Paid: _____ Money Order #: _____

Approved By: _____

AFTER USAGE: Damages: Yes or No Was Chapter Cleaned?: Yes or No Time Usage After 10pm: Yes or No

<u>RENTER ACKNOWLEDGEMENT AND RULES & RESPONSIBILITIES</u>	INITIALS
Bahastl'ah (Twin Lakes) Administration staff and Chapter Officials have the authority to cancel this agreement due to any unforeseen circumstances beyond our control (i.e. inclement weather, Water/Power outages etc.,	
Bahastl'ah (Twin Lakes) Chapter is not responsible for any accidents, injuries, and/or theft, which may occur inside or outside the Chapter during the event,	
Any damages or defects noticed before usage of the Chapter are to be reported immediately. Renter is financially responsible for any damages which occur during the scheduled event (includes tables, chairs, and other equipment and property inside and outside the chapter building.)	
Bahastl'ah (Twin Lakes) is not responsible for the outcome of the event. (NO REFUNDS)	
THE PODIUM IS OFF LIMITS – PLEASE KEEP OFF	
All renters are responsible for their own presentation supplies, materials, any equipment, including microphone, power cords, extension cords, copies, etc.,	
Defacing the Chapter is PROHIBITED. Renters may not use nails, staples, thumb tacks, strong adhesive tape or any other decorating instruments which could damage the walls, floors, and/or ceiling.	
KITCHEN: All counters, sinks, stoves, and/or refrigerators must be cleaned if utilized by renter.	
DO NOT Dump Food/Oil or Grease down sinks or water faucets.	
All cleaning supplies must be provided by the Renter, including trash bags, dish soap, rags, etc.,	
All Chairs and tables are to be put away at the end of the function.	
All floors, including bathrooms are to be swept and mopped.	
All trash accumulated during the function must be taken and disposed of by the Renter. This includes all trash in the parking lot.	
When the function has concluded, the building must be secured by ensuring all Chapter doors are properly locked and the entry gates are chained and padlocked.	
Political Rallies: All Security, EMT's and portable toilets are to be provided by the Renter.	
PLEASE CONTROL YOUR CHILDREN INSIDE AND OUTSIDE THE CHAPTER PREMISES.	
“ABSOLUTELY” NO ALCOHOL, ILLEGAL DRUGS, OR LOUD/OFFENSIVE MUSIC IS ALLOWED ON THE CHAPTER PREMISES.”	
NOTICE: A FORMAL NOTICE OF CANCELLATION OR REQUEST FOR REFUND MUST BE MADE 24 HOURS BEFORE THE EVENT.	

I have fully read and understand this agreement for utilizing the Chapter facilities and I will take responsibility for the care of the chapter building and it's property. I agree to pay for any damages (minor or major) which could occur during the time of my event.

Acknowledge by Renter: _____ Date: _____

Chapter Administration: _____ Date: _____

Revised: June 20, 2025

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CHAPTER FACILITY USAGE POLICY & FORM

I. PURPOSE

Bahastl'ah (Twin Lakes) Chapter provides the community with the opportunity to utilize the Chapter House for various functions. Chapter usage is provided for community and public use. Funding for Chapter Usage will be deposited into the General Activity Account.

II. ELIGIBILITY

- A. Bahastl'ah (Twin Lakes) Chapter usage is available for public use.
- B. The Chapter House may be used for functions and activities, including organizational meetings, social gatherings, and political activities.
- C. Bahastl'ah (Twin Lakes) Chapter Administration and Officials reserves the right to decline Chapter usage requests.
- D. Bahastl'ah (Twin Lakes) Chapter shall not be responsible for any theft, injuries, or damages during Chapter usage per rules and responsibilities.
- E. Renters shall be responsible to pay for any damages (minor or major) that occur during the time of use.
- F. Future rental of the Chapter will not be allowed to person(s) who cause any minor/major damage(s) to the Chapter property while renting the Chapter.

III. PROCEDURES AND RULES

- A. Operating hours may change due to unforeseen circumstances (ie; inclement weather, emergencies and power/water outage).
- B. Chapter rentals will be made on a first-come basis.
- C. Renters who fail to dispose of trash, clean the facility shall forfeit the use of facility for one (1) year.
- D. The following rental fees will be charged for rental of the Chapter:
 - 1. Donation Meeting – For registered voters/community members. No rental Fee.

Non-registered voter/community members:	\$50.00 + Tax =
	\$53.00
 - 2. Funeral Reception – For registered voters/community members. No rental Fee.

Non-registered voter/community members:	\$50.00 + Tax =
	\$53.00
 - 3. Navajo Nation and other Government entities:
(List of Exempt, Non-exempt, and Entities requiring Memorandum of Agreement and Chapter Resolution to be used)
 - 4. In cases there is no MOA or Chapter Resolution the entity will be charged \$212.00.

EXEMPT MEETINGS: (CLUPC, OFFICIALS, SENIOR CITIZENS, VETERANS ORGANIZATION, DISTRICT-14 COUNCIL MEETINGS, AGENCY COUNCIL MEETINGS, DISTRICT-14 GRAZING, WELLNESS ACTIVITIES, JUST MOVE IT, EARTH DAY AND EDUCATIONAL ACTIVITIES) AND OTHER NAVAJO NATION STANDING COMMITTEES)

NON-EXEMPT ENTITIES

1. Family celebrations, Receptions, Dinners, Baby Shower, etc., \$50.00 + \$3.00(tax) = \$53.00
2. Renter will have to have Liability Insurance-will be required. And the Bahastl'ah (Twin Lakes) Chapter named as the insured in the policy.
3. Bahastl'ah (Twin Lakes) Veterans Organization and The Dine Native American Church (NAC) of New Mexico Incorporated Liability Insurance will be covered by the Chapter using the General Activity Fund.