



*Bahastl'ah Chapter*  
 Post Office Box 4424  
 Yatahey, New Mexico 87375  
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**CHAPTER USAGE FORM**

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

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 conclude *before 9pm* 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 through Friday) <i>Refer to attached list of Exempt, Non-exempt, and MOA/Resolution entities</i>	See attached list for pricing		
<b>Fees are based on 6 hours or less event and should not exceed beyond 10:00 pm.</b>			<b>TOTAL:</b>

FUNERALS / GATHERINGS / PUBLIC EVENTS	Price		Amount
<b>Funeral <i>Donation</i> Meetings</b> <i>Registered (deceased) members</i> <i>Non-registered (deceased) members</i>	Free \$50.00		
<b>Funeral <i>Receptions</i></b> <i>Registered (deceased) members</i> <i>Non-registered (deceased) members</i>	\$50.00 \$50.00		
<b>Meeting Room and Kitchen</b> <i>(Birthday parties, Baby Showers, Receptions, Celebrations, Dinners, 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		
<i>Effective July 1, 2018 a 6% Navajo Nation Sales Tax charge applies (included in above pricing).</i>			<b>TOTAL:</b>

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, AND FIRST SERVED BASIS.**  
***NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED***  
**Make Money Order Payable to: BAHASTL'AH 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.	Bahastl'ah Chapter Administration staff and Chapter Officials have the authority to cancel this agreement due to any unforeseen circumstances beyond our control (i.e. inclement weather, power outages, etc.).	
2.	Bahastl'ah Chapter is not 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. Renter is financially responsible for any damage which occurs during the scheduled event (includes tables, chairs, and other equipment and property inside and outside the chapter building).	
4.	Bahastl'ah Chapter is not responsible for the outcome of the event, activity, or fundraiser <b>(No refund)</b> .	
5.	<b>The Podium is OFF LIMITS.</b>	
6.	All renters are responsible for their own presentation supplies, materials, and equipment, including power cords, extension cords, copies, etc.	
7.	<b>Defacing the Chapter is prohibited.</b> 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.	
8.	Absolutely <b>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,</b> etc.	
12.	All chairs and tables are to be put away at the end of the function.	
13.	All floors, including bathrooms, are to be swept and mopped.	
14.	All trash accumulated during the function must be emptied and disposed of <b>by the renter.</b> This includes all trash in the parking lot. If rocks are thrown on sidewalk, the rocks are to be placed back 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 any damages (minor or major) which could occur during my event.

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

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

Chapter Official: \_\_\_\_\_ 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 fee)</b>	<b>NON-EXEMPT ENTITIES (Fees apply)</b>	<b>MEMORANDUM OF AGREEMENT AND CHAPTER RESOLUTION REQUIRED</b>
Community Health Representative (CHR)	Head Start Parent Committee	Veteran's Committee
Community Land Use Planning Committee (CLUPC)	Navajo Housing Authority	Bahastl'ah Senior Citizen's Center
Wellness Walks (Just Move It! etc.)	San Juan Coalition for Health Equity	Bahastl'ah Head Start
Head Start (Graduation and Reception only)	Gallup Water Project	Navajo Engineering and Construction Authority (NECA)
Community Activities (Earth Day, etc.)	Navajo Tribal Utility Authority (NTUA)	Hozho' Center
Community Service Coordinator (CSC) Meetings		
Tohatchi Area of Opportunity and Services, Inc. (TAOS)		
District 14 Council		
Agency Council		
Official Chapter Meetings – Planning, Regular, and Special meetings		
District 14 Grazing Official meetings		