



**CHAPTER USAGE AGREEMENT FORM**

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
Departments: During Business Hours <b>ONLY:</b> 9:00 am-4:00 pm. – (Must Submit Letter from Organization)	No Charge	
<b>TOTAL:</b>		

**Public Event/Hearing/Funerals:**

CHAPTER USAGE/ACTIVITIES	Price	Amount
Chapter Meeting Room includes \$10.00 cleaning deposit (NO FOOD) (i.e. Meeting, Training, Fundraising)	\$42.50 <small>(6% NN Tax Included)</small>	
Funeral Donation (NO FOOD)	FREE	
<b>TOTAL:</b>		

Effective October 1, 2019 a 6% charge for Navajo Nation Sales Tax is 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.

**Money Order Payable to CHURCH ROCK CHAPTER**

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

P.O. Box 549

Church Rock, NM 87311 \* Ph.(505)488-2166 \* Fax: (505)488-2190

Email: [churchrock@navajochapters.org](mailto:churchrock@navajochapters.org)

The Chapter Administration / Officials have the Authority to **CANCEL** this Agreement due to any unforeseen circumstances beyond our control.

<b>RULES/RESPONSIBILITIES</b>	<b>Int.</b>
All cleaning supplies must be provided by the renter. (I.e. trash bags, dish soap etc.)	
ALL renters are responsible for their own presentation supplies, materials, & equipment(s) including power cords, extension cords, copies etc.	
<b>ALL</b> chairs & Tables are to be put away. Floor swept/mopped.	
Absolutely <b>NO COOKING</b> allowed in the Meeting Room.	
All trash accumulated 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.	
Churchrock Chapter is not responsible for any injuries, theft, accidents which may occur inside or outside the chapter during the event.	
The Podium is <b>OFF Limits</b> ( <i>Due to damage of chairs, bingo markings, scratches/marking on the podium, etc.</i> )	
Please control your Children in and around the Chapter Compound.	

I have read and fully understand this agreement in utilizing the facility and take fully responsibility for the Church Rock Chapter Building and properties.

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

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

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

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

Approved

Denied

Pending

Motioned by :

Seconded by :