

Round Rock Chapter  
 P.O. Box 10  
 Round Rock, AZ 86547  
 Ph.: (928) 787-2510/11/13  
 Fax: (928) 787-2512

## FACILITY USAGE FORM

Office Use Only for Endorsement

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact #: \_\_\_\_\_

Today's Date: \_\_\_\_\_  
 Date of Usage: \_\_\_\_\_  
 Time of Usage: \_\_\_\_\_  
 # of People: \_\_\_\_\_

**Type of Event:**

- |  |   |
|--|---|
| <input type="checkbox"/> Birthday Party    | <input type="checkbox"/> *Training/Classes (*Rental Fee may be waived if chapter related event) |
| <input type="checkbox"/> Reception(s)      | <input type="checkbox"/> * Meeting: _____   |
| <input type="checkbox"/> Funeral Gathering | <input type="checkbox"/> *Other: _____  |

**ROUND ROCK CHAPTER FACILITY USAGE REQUIREMENTS:**

- 1 . Facility Usage Form is required to be completed for building request.
- 2 . Rental Fee must be paid in **FULL** prior to building usage.
- 3 . Sponsor will be required to abide by the Chapter Facility Usage Policies & Procedures.
- 4 . Sponsor is responsible for immediate clean up after event ends; **take trash** to dispose; and failure to clean building will forfeit next building usage request.
- 5 . Sponsor is responsible for supervising children, inside and outside the chapter building.
- 6 . Any Damages to Property will be billed to the Sponsor(s).
- 7 . Sponsor is responsible for overseeing ALL Chapter equipment (i.e, tables & chairs) and building.
- 8 . Sponsor is responsible for meeting with Chapter Staff to open building, if not, doors will be closed.
- 9 . Any community members requesting for Funeral Gathering will be considered a First Priority; and any event will be rescheduled or canceled; FULL refund will be available through check.
- 10 . Absolutely **NO** alcohol beverages or drugs will be allowed in accordance with the Navajo Nation Laws.

*By signing below, I am responsible for the Round Rock Chapter Facility and the liability for any damages occurring during the facility use.*

\_\_\_\_\_ Signature of Sponsor

\_\_\_\_\_ Date

**THE ROUND ROCK CHAPTER WILL NOT BE RESPONSIBLE FOR ANY INJURIES, LOST, STOLEN OR DAMAGED ITEMS WITHIN THE FACILITY OF THE ROUND ROCK CHAPTER GROUNDS.**

**CHAPTER ADMINISTRATION USE ONLY**

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reason: _____
_____ Chapter Administration Signature		_____ Date
Rental Fee: _____	Cash Receipt #: _____	Initial: _____
NN Sales Tax 6% _____	<input type="checkbox"/> CASH	
TOTAL AMOUNT: _____	<input type="checkbox"/> Money Order # _____	