

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:

☐ Birthday Party ☐ *Training/Classes (*Rental Fee may be waived if chapter related event)
☐ Reception(s) ☐ * Meeting: _____
☐ Funeral Gathering ☐ *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

☐ Approved ☐ Denied Reason: _____

Chapter Administration Signature

Date

Rental Fee: \$50.00
NN Sales Tax 6% \$3.00
TOTAL AMOUNT: **\$53.00**

Cash Receipt #: _____ Initial: _____

☐ CASH

☐ Money Order # _____