



COYOTE CANYON CHAPTER
The Navajo Nation

"Home of Chief Manuelito"



Steven Begay
Council Delegate

Harrison Plummer
President

Sherylene Yazzie
Vice President

Sharon Warren
Secretary-Treasurer

Janice Harrison
Grazing Officer

CHAPTER HOUSE RENTAL AGREEMENT

Name/Organization:
Address:
Registered Voter: Yes No
Phone Number:

I AM REQUESTING FOR THE FOLLOWING:

CHAPTER HOUSE (NON-PROFIT)
SPECIAL OCCASION (\$109.20 + 6.55(TAX) = \$115.75
KITCHEN ONLY (\$27.29 + \$1.64(TAX) = \$28.93
FUNERAL
DONATION MEETING
RECEPTION

\*\*\*\* 6% Navajo Nation Tax\*\*\*\*

\*\*\*\* PLUS \$15.00 REFUNDABLE CLEANING DEPOSIT + 6% (Tax) = \$15.90 \*\*\$15.00 WILL BE REFUNDED IF CLEANED\*\*\*\*

DATE PAID: MONEY ORDER NO.: AMOUNT:
DATE OF EVENT: TIME: TIME HOURS:
PURPOSE OF USAGE:

PLEASE MAKE MONEY ORDER PAYABLE TO: COYOTE CANYON CHAPTER
NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.

IF THE KITCHEN IS USED, YOU MUST CLEAN THE STOVE, OVEN, REFRIGERATOR, FREEZER, SINK, COUNTER, SWEEP AND MOP FLOORS.

- MUST PUT AWAY TABLES & CHAIRS, SWEEP & MOP FLOORS, CLEAN TABLES AND TURN OFF ALL APPLIANCES & LIGHTS.
MUST PROVIDE OWN TRASH BAGS, PICK UP TRASH, EMPTY TRASH CANS & HAUL ALL TRASH ACCUMULATED DURING THIS FUNCTION.
MUST REPORT ANY DISCREPANCIES BEFORE USAGE OF THE CHAPTER PROPERTY. IF THERE ARE ANY PROPERTY DAMAGES YOU WILL BE RESPONSIBLE FOR THE DAMAGES AND THE TOTAL BILL.
MUST HAVE OWN SECURITY ON PREMISES DURING ACTIVITY.
MUST CONTROL AND SUPERVISE ALL CHILDREN.
MUST NOT LEAVE ANY FOOD IN THE KITCHEN AREA, IN REFRIGERATOR, FREEZER, STOVE OR OVEN.

ADVANCE PAYMENT IS REQUIRED

IF THE CHAPTER IS LEFT IN DISSATISFACTORY CONDITION, THE \$15.00 CLEANING DEPOSIT WILL NOT BE REFUNDED.

\*PLEASE NOTE\*

COYOTE CANYON CHAPTER RESERVES THE RIGHT TO CANCEL ANY ACTIVITIES IN THE EVENT OF THE CHAPTER (COMMUNITY) FUNCTIONS, OR FUNERAL DONATIONS/RECEPTIONS. ARRANGEMENTS FOR THE RESCHEDULING OR REFUNDS CAN BE MADE WITH THE CHAPTER ADMINISTRATION.

This agreement for usage of the Chapter facility is issued to the above Name/Organization on the date specified and for the certified purpose. The user of this facility will comply with the agreement and will be held fully responsible for any damages resulting from or during usage of this facility. The user will also be responsible for cleaning the facility prior to leaving the building.

REQUESTOR'S SIGNATURE

DATE OF REQUEST

AUTHORIZED SIGNATURE

REQUEST APPROVED:

REQUEST DISAPPROVED:

\*\* NOTICE: THE COYOTE CANYON CHAPTER HOUSE WILL NOT BE HELD RESPONSIBLE FOR ANY INJURIES, THEFTS, ACCIDENTS OR PERSONAL DAMAGES, WHICH MIGHT OCCUR DURING THIS ACTIVITY OF EVENT. \*\*

# COYOTE CANYON CHAPTER FACILITY USAGE CHECK OFF FORM



Name: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Amount: \_\_\_\_\_

**MEETING HALL:**

WERE CHAIRS STACKED NICELY?	YES	NO
WERE TABLES CLEANED AND PUT AWAY?	YES	NO
WERE THE FLOORS SWEEPED AND MOPPED?	YES	NO
WERE THE TRASH CANS EMPTY?	YES	NO
WAS THE PODIUM AREA CLEAN?	YES	NO
DO YOU HAVE ANY CONCERNS OR COMMENTS?	YES	NO

**KITCHEN:**

WERE THE SINK AND COUNTERS CLEANED?	YES	NO
WAS THE STOVE CLEANED?	YES	NO
WAS THE FLOOR SWEEPED AND MOPPED?	YES	NO
WAS THE REFRIGERATOR CLEANED?	YES	NO
WAS THE TRASH CAN EMPTIED?	YES	NO
DO YOU HAVE ANY CONCERNS OR COMMENTS?	YES	NO

**RESTROOMS:**

WAS THE LADIES RESTROOM CLEAN?	YES	NO
WAS THE MENS RESTROOM CLEAN?	YES	NO
WAS THE SINK AND COUNTER CLEAN IN THE LADIES RESTROOM?	YES	NO
WAS THE SINK AND COUNTER CLEAN IN THE MENS RESTROOM?	YES	NO
DO YOU HAVE ANY CONCERNS OR COMMENTS?	YES	NO

**OVERALL PROPERTY?**

DID YOU NOTICE ANY DAMAGES TO THE PROPERTY? IF YES, WHAT?	YES	NO
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**SECURITY DEPOSIT RETURN RECOMMENDATION**

DO YOU RECOMMEND THE SECURITY DEPOSIT TO BE RETURNED? IF NO, EXPLAIN WHY?	YES	NO
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**SIGNATURE:**

FORM COMPLETED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

ACKNOWLEDGED BY: \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_ DATE RETURNED: \_\_\_\_\_

## **CHAPTER FACILITY USAGE RESPONSIBILITIES**

**You are responsible for the following:**

- 1. Control all children. DO NOT let them play on the podium, with the water in the restrooms and the light switches.**
- 2. Check around the building inside and out periodically to prevent vandalism.**
- 3. Clean up before leaving the facility:**
  - Bathrooms**
  - Kitchen**
  - Stove**
  - Counters in the kitchen**
  - Sweep/Mop the floor in the meeting area, kitchen & bathrooms.**
- 4. DO NOT pour grease, coffee grind, etc., down the kitchen sink drains.**
- 5. Make sure all lights are turned off and turn on the porch lights before leaving the facility.**
- 6. Stack tables and chairs away neatly.**
- 7. Make certain that all interior doors are locked prior to leaving facility.**
- 8. Take all the trash accumulated during the facility.**
- 9. During the winter months please, turn heater down to 65 degrees before leaving the building.**

**Please, report any damages in writing and leave it in the kitchen.**

**Thank You**

**Coyote Canyon Administration**