



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: \_\_\_\_\_ REGISTERED VOTER: YES \_\_\_ NO \_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

I AM REQUESTING FOR THE FOLLOWING:

CHAPTER HOUSE (NON-PROFIT)	_____	FUNERAL	_____
SPECIAL OCCASION (\$109.20+5.46(TAX))=\$114.66	_____	DONATION MEETING	_____
TABLES (\$5.46 EA./LIMIT 50)	_____	RECEPTION	_____
CHAIRS (0.54 CENTS EA./LIMIT 50)	_____		
KITCHEN ONLY (\$27.30+\$1.37(TAX))=\$28.67	_____		

\*\*\*\*\*5% TAX\*\*\*\*\*

(RECEPTION ONLY)

\*\*\*\*\*PLUS \$15.00 REFUNDABLE CLEANING DEPOSIT + 5%(TAX) = \$15.75 \*\*\$15.00 WILL BE RETURNED\*\*\*\*\*

DATE PAID: \_\_\_\_\_ MONEY ORDER No.: \_\_\_\_\_ AMOUNT: \_\_\_\_\_  
DATE OF EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_ TOTAL 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, REFRIDGERATOR/FREEZER, COUNTER, SWEEP AND MOP FLOOR.

- ✓ MUST PUT ALL FURNITURE AWAY, SWEEP, MOP FLOORS, SCRUB TABLES AND TURN OFF ALL APPLIANCES AND LIGHTS
- ✓ MUST PROVIDE OWN TRASH BAGS AND EMPTY/HAUL ALL TRASH ACCUMULATED DURING THIS FUNCTION
- ✓ MUST REPORT ANY DISCREPANCIES NOTICED BEFORE USAGE OF THE CHAPTER PROPERTY. IF THERE ARE ANY PROPERTY DAMAGES YOU WILL BE RESPONSIBLE FOR THE TOTAL BILL.
- ✓ MUST HAVE SECURITY ON PREMISES DURING ACTIVITY.
- ✓ MUST CONTROL AND SUPERVISE ALL CHILDREN.
- ✓ DO NOT LEAVE ANY FOOD IN THE KITCHEN AREA (REFRIDGERATOR/FREEZER)

ADVANCE PAYMENT IS REQUIRED

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

\*NOTE\*

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

This agreement for use of the Chapter facility is issued to the above Name/Organization on the date and for the certified purpose. The use of the facility will comply with the agreement and will be held responsible for any damages resulting from or during usage of the facility. The user will 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 RESPONSIBLE FOR ANY INJURIES, THEFTS, ACCIDENTS OR PERSONAL DAMAGEWHICH MAY OCCUR DURING THIS ACTIVITY OR 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?	_____	

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?	_____	

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?	_____	

OVERALL PROPERTY?

DID YOU NOTICE ANY DAMAGES TO THE PROPERTY?	YES	NO
IF YES, WHAT?	_____	

SECURITY DEPOSIT RETURN RECOMMENDATION

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

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 drain.
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 activity.
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.