



Coyote Canyon Chapter
P.O. Box 257
Brimhall, NM 87310

Phone #: (505) 735-2623
Fax: (505) 735-2627

CHAPTER HOUSE RENTAL AGREEMENT

NAME:	REGISTERED VOTE: YES ___ NO ___
ADDRESS:	PHONE NUMBER:

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

I AM REQUESTING FOR THE FOLLOWING:

- | | |
|---|---|
| <input type="checkbox"/> CHAPTER HOUSE (NON-PROFIT)
<input type="checkbox"/> SPECIAL OCCASION: \$109.20 + (\$6.55) tax* = \$115.75
<input type="checkbox"/> TABLES: \$5.15 + (0.31)tax* = \$5.46 (EACH/LIMIT 50)
<input type="checkbox"/> CHAIRS: \$.50 + (0.03)tax* = \$0.53 (EACH/LIMIT 50)
<input type="checkbox"/> KITCHEN ONLY \$27.03 + (\$1.62) tax* = \$28.65 | <input type="checkbox"/> FUNERAL
<input type="checkbox"/> DONATION MEETING
<input type="checkbox"/> RECEPTION |
|---|---|

*****6% NAVAJO NATION TAX*****

*****PLUS \$15.00 REFUNDABLE CLEANING DEPOSIT + 6% (TAX) = \$15.90***
 \$15.00 WILL BE RETURNED, IF CLEANED**

DATE PAID:	MONEY ORDER No:	AMOUNT:
DATE OF EVENT:	TIME:	TOTAL HOURS:

PURPOSE OF USAGE:

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

*****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 OR EVENT. *****

PLEASE NOTE

COYOTE CANYON CHAPTER RESERVES THE RIGHT TO CANCEL ANY ACTIVITIES IN THE EVENT OF THE CHAPTER (COMMUNITY) FUNCTIONS, OR FUNERAL DONATIONS/RECEPTION. ARRANGEMENT 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 purpose. The user of the 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 be also responsible for cleaning the facility prior to leaving the building.

_____	_____	_____
REQUESTOR'S SIGNATURE	Chapter Key Sign-Out	DATE OF REQUEST
_____	REQUEST APPROVED: _____	Key Return Date: _____
AUTHORIZED SIGNATURE	REQUEST DISAPPROVED: _____	Time: _____

FACILITY USAGE CHECK OFF FORM

NAME:	DATE OF ACTIVITY:	RECIPT NO.:	AMOUNT:
MEETING HALL			
Where chairs stacked neatly?	YES	NO	
Were tables cleaned and put away?	YES	NO	
Were the floors swept and mopped?	YES	NO	
Was the podium area cleaned?	YES	NO	
Do you have any concerns or comments?			
KITCHEN			
Were the sinks and counters cleaned?	YES	NO	
Was the stove tops, grills, and oven cleaned?	YES	NO	
Was the refrigerator and freezer cleaned?	YES	NO	
Was the trash can empty?	YES	NO	
Do you have any concerns or comments?			
RESTROOMS			
Was the women's restroom cleaned?	YES	NO	
Was the men's restroom cleaned?	YES	NO	
Was the sink and counter cleaned in the women's?	YES	NO	
Was the sink and counter cleaned in the men's 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?			

Form Completed: _____

Date: _____

Acknowledged by: _____

Check Number: _____

Date Returned: _____

CHAPTER FACILITY USAGE RESPONSIBILITY

- 1. Control ALL children.**
 - Do not let them play on the podium
 - Do not let them play with the water in the restrooms
 - Do not let them play with the water fountain
 - Do not let them play with the light switches.
- 2. Check around the building inside and outside periodically to prevent vandalism.**
- 3. Clean up before leaving the facility.**
 - Restrooms
 - Kitchen
 - Stove/Oven
 - Counters in the kitchen
 - Sweep and Mop floor in the Meeting area, kitchen and restrooms
- 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 neatly.**
- 7. Make certain that all interior doors are locked prior to leaving facility.**
- 8. Take all 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 in the Kitchen.

Thank you. ☺