FACILITY USAGE REQUEST FORM

Name of Program: ___________________________ Date of Request: ______________

Contact Person: ___________________________ Telephone: ______________

General Purpose: _____ Staff Meeting _____ Training _________ Event/Activity _____ Other

Date(s) to be used: _________________________ Time of Event: ______________

Brief Description: _______________________________________________________

The Program/Entity using the Chapter Facility shall be responsible for the following.

1. Submit a written request to Chapter Administration with specific intended purpose.
2. Non-Profit and Enterprise Organizations must pay before using the chapter facility.
3. Chapter Facility usage fee is $53.00, that includes 6% Navajo Nation Tax.
4. The Program/Entity must have a liability coverage.
5. The Program/Entity will be responsible for any loss of property or damages.
6. The Program/Entity will clean, put tables, chairs away and safely locked the doors.
7. Any non-compliance may result denial of future request for facility usage.

__________________________________________  ____________________________________
Requestor Signature                        Date

The Chapter Administration will conduct a property inventory after each use for accountability.

Your adherence and understanding will be appreciated. If there are any questions, please contact Chapter Administration office at (928) 781-3605/3607. Thank you.

OFFICE USE ONLY

Money Order No. ___________________________ Amount Paid: ______________

APPROVED/DISAPPROVED

__________________________________________  ____________________________________
Francine Harrison, CSC                        Lewanda Ben, AMS