

Lukachukai Chapter • P.O. Box # 248 Lukachukai, Arizona 86507

Phone: (928) 787-2500 • Fax: (928) 787-2332 • lukachukai@navajochapters.org

CHAPTER FACILITY USAGE REQUEST & AGREEMENT

Name/Organization: _____ Date: _____

Address: _____ Phone #: _____

Facility Usage Date: _____ Time: _____ to _____

Purpose of Chapter Usage: _____

Are you registered with Lukachukai Chapter? Yes or No

Verified by: _____ Census#: _____

Number of Tables Request: _____ Number of Chairs Request: _____

Kitchen Usage: Yes or No If YES must provide Food Handler's Card to be filed

Lukachukai Chapter Facility Usage Requirements:

1. Security Deposit of **\$25.00** will be made **at the time of request**; rental fee will be waived for Chapter related meetings and trainings.
2. For private gatherings or non-chapter functions we **highly recommend** that the renter obtain **Event Insurance** to cover any losses that might be incurred and name the Chapter & Navajo Nation as additional insured.
3. The facility will not be used **during holidays** and **weekends**.
4. Facility usage is subject to a facility use fee of **\$50.00** plus sales tax with a four-hour use limit for Lukachukai Registered Member.
Non-Registered Member usage fee of **\$70.00** plus sales tax with a four-hour use limit.
5. If **user does not show 20 minutes** after approval start time, the facility will be closed with **no refunds**.
6. Any damages to **Chapter Equipment and Property** will be subject to **full value replacement of items** and will be charged to requester.
7. All **facility rental and equipment fees** are to be **paid in advance** and not during the event.

LUKACHUKAI CHAPTER WILL NOT BE HELD RESPONSIBLE FOR ANY INJURIES, LOSS, STOLEN OR DAMAGES WITHIN THE PREMISES OF THE LUKACHUKAI CHAPTER GROUNDS

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Registered Voter		Non-Registered Voter	
Security Deposit	\$25.00	Security Deposit	\$25.00
Rental Fees	\$50.00	Rental Fees	\$70.00
6% NN Sales Tax	\$3.00	6% NN Sales Tax	\$4.20
Total Amount	\$78.00	Total Amount	\$99.20

Agreement

I hereby agree to care for and maintain the facility and vicinity including but not limited to:

- Cleaning & putting away tables and chairs.
- Sweeping and mopping areas used.
- If using the kitchen, you are responsible to clean it; including stove, oven, sink, counter tops.
- Taking all trash to be dispose at my own expense I will not leave trash on Chapter premises.
- Failure to clean any parts of the chapter; I will forfeit my security deposit.

By signing this agreement, it is understood that I am or I represent the requester and responsible for the Lukachukai Chapter facility & liable for damages occurring during facility use.

Signature: _____ Date: _____

Chapter Administration Use Only

Approved Amount Paid: _____ Receipt #: _____

Denied Reason: _____

Security Deposit \$25 Returned on Date & Initial: _____

Lukachukai Administration/Official

Date

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