

Tribal Government Facility and Equipment Policy



PURPOSE

It is the purpose of these policies to provide a fair process for the use of Tulalip Tribal equipment and facilities that safeguards the resources of the Tribes.

I. PERMITTED AND PROHIBITED USES

A) Tribal government facilities include (but are not limited to):

- Administration Building
- Kenny Moses Building (“KMB”)
- Tribal Gym/Greg Williams Court
- Alpheus “Gunny” Jones Ball Field & Concession
- Uppy’s Kitchen
- Fire Pit
- Mission Highlands
- Dining Hall

B) Tribal government equipment include (but are not limited to):

- Portable Tables and Chairs
- Uppy’s Kitchen Equipment (kitchen equipment does NOT include cookware or dishware).

C) All Tribal employees may use Tribal government facilities for work-related purposes.

D) Tribal members, including those who are employees, may use Tribal government facilities for personal purposes, in accordance with these policies.

E) Non-Tribal members may not use Tribal Government facilities for personal purposes.

F) The following uses are permitted by non-Tribal members with no fees required.

G) Tribal affiliated head coaches with a 60% or more Tulalip Tribal members on their teams (registration forms are required with Tribal IDs provided).

H) Tulalip B&G Club, Heritage High School will be allowed usage for youth related activities with no fees required.

I) With the exception of the KMB, overnight events will not be allowed at the facilities and facilities will locked and secured at 12:00 midnight.

When key check out is not available (such as for Uppy’s Kitchen or the Tribal Gym), staff will open and close facility at time requested on Facility Rental Request Form.

J) Activities that are contrary to the Mission, Vision, and Values of the Tulalip Tribes may not be held in Tribal facilities. The Executive Director for Administrative Services determines what constitutes a work-related purpose and if an activity is contrary to the Mission, Vision, and Values of the Tulalip Tribes.

K) Drugs and alcohol are not allowed in any Tribal government facility except:

Alcohol may be served at the Dining Hall if all of the requirements to do so have been satisfied with the Tulalip Tax and Licensing Department.

II. GENERAL RULES

A) All Tribal government facilities require reservations. Tribal government facilities are available on a first-come, first-served basis.

Please allow 15 days prior to the event, so that management can adjust staff schedules as needed.

B) The Customer Service Representative Coordinators whom are located at the administration building, manage the reservation process and determines the order of service. A reservation is only confirmed when a Facility Rental Request Form and the Tribal Government Facility & Equipment Policy are signed and the deposit and fee are paid in full.



Tulalip Tribes
6406 Marine Drive
Tulalip, WA 98271



Tulalip Tribes
Fax Number
360-716-0606

Continued on next page ►

Tribal Government Facility and Equipment Policy *(continued)*



- C) Facilities not requiring a fee or deposit, a reservation is confirmed when the Facility Rental Request and Policy forms are signed and returned.
- D) Multiple facilities can be reserved by the same renter at the same time.
- E) For example: Tribal Gym, Greg Williams Court, and Uppy's Kitchen might be used at the same time *(fees and deposit for each facility is required)*.
- F) Users must leave the facility in a clean and orderly condition.
- G) The Custodial Maintenance staff/Community Services staff (or department designee) and renter will do a walk through, before and after events, and they will determine if facility is clean and orderly. They both will sign off on a walk through form, which will be given to Customer Service Representative Coordinator to process any refundable deposit.
- H) Must be 18 years or older to be in charge of facility rental.
- I) Must be 21 years or older to be in charge of Youth Services Fields and Skate Park.
- J) The rental period requested must include sufficient time for the renter to set up and clean up prior to and following the renter's event.

III. DEPOSIT AND USAGE FEE REQUIRED

- A) Damage and cleaning deposits and a nonrefundable usage fee are required to use the above named facilities with exception of:
Employees for work-related purposes, Tulalip Tribal members' memorial ceremonies (one-day usage only) (additional fees may apply if more than one facility is requested and/or if more than one day is required), Tulalip Boys & Girls Club, and Heritage High School for youth related activities.
- B) The damage/cleaning deposit and the daily fees (calendar day) nonrefundable usage fee will vary depending on the event and facility. Other deposits and fees may apply for the Dining Hall and Youth Services fields depending on areas requested. Please see rental application.
- C) If alcohol (beer & wine) is being served at the Dining Hall, a \$1,500 damage and cleaning deposit will be required.
- D) Deposits and usage fees must be paid no later than the fifteen (15) business day prior to the facility usage start date.
- E) Reservations made less than fifteen (15) business days before an event will require the usage fee and deposit to be paid in full to secure date(s) requested, with Custodial Manager approval (due to staff availability), as stated in IIa section.
- F) Reservations canceled by the renter no less than 24 hours prior to start date of request, will be refundable as long as the facility is not used and all fees and deposit will be returned to the renter.
- G) To use Tribal facilities and equipment, a user must sign and agree to Facility Rental Request and Tribal Government Facility & Equipment Policy.
- H) The user agrees that a \$50 cleaning fee will be withheld from the deposit if the facility is not left in a clean and orderly condition (additional cleaning fees may apply for Youth Services Fields).
- I) In addition, the user may be required to pay for the actual costs of any repairs, replacements or cleanup to Tribal facilities or equipment as a result of any damage caused by the user's utilization of tribal facilities or equipment.
- J) User must agree that costs may be withheld from the damage and cleaning deposit and any additional costs beyond the deposit amount may be deducted from the user's per capita distributions until the total costs are satisfied.
- K) Fees and deposits are subject to change.

I hereby acknowledge receipt of the Facility & Equipment Policy and agree to comply with the requirements set therein regarding use of Tulalip Tribes Facilities.

| Date | Signature | Tribal ID | Print Name |
|------|-----------|-----------|------------|
| | | | |



Tulalip Tribes
6406 Marine Drive
Tulalip, WA 98271



Tulalip Tribes
Fax Number
360-716-0606