Kenny Moses Building/Kitchen/Waterfront Facility Rental Form

Equipment available: tables (35), chairs (200) & kitchen—use of waterfront area. **This building requires**: \$50 rental fee and \$300 refundable security deposit. *Building not available November—March annually*.





CONTACT INFORMATION									
Renter's Name		Tribal Department					Tribal ID Number		
Street Address		City			State		Zip Code		
Work Phone	Cell Phone			Email	'	L			
PURPOSE OF REQUEST									
Event Name/Description			# of Guests		# of Tables		# of Chairs		
Date of Event	et-up Time		Event Time		PM	End Time			
Additional Dates			Start Time			End Time			
			AMPM				AMPM		
FACILITY RENTAL TERMS									

Only the Kenny Moses Building is approved for overnight rental. Renter assumes responsibility for all equipment borrowed during your rental agreement, including but not limited to, condition of all kitchen equipment.

As per Tribal Government Facility & Equipment Policies (II General Rules #5): 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 renter's per capita distributions including, but limited to, replacement of items/equipment missing or broken, re-key costs if key is not returned, until the total costs of damage/replacement is satisfied.

Renter assumes responsibility of ensuring kitchen equipment is clean and no garbage or debris is left behind. A Tulalip Tribes custodial staff member will go over a detailed checklist prior to use of the building and after use of kitchen.

SECURITY DEPOSIT (RETURNED IN FULL OR PARTIAL AFTER THE FOLLOWING)

- Maintenance Inspection (both parties are required to sign off on walk-through).
- CSR Reimbursement could take up to 14 business days to process including a refund or cancellation.

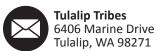
KEY CHECK OUT AND RETURN PROCESS

Key is checked out and returned to the **Administration Building CSR staff** – either when event is over (Monday through Friday from 8:00 am to 4:00 pm) or the first business day after each weekend event date, **no later than 9:00 am** unless prearranged with CSR staff. **NOTE**: Approximate cost to re-key *Kenny Moses Building* by Everett Safe & Lock is \$355.

AGREEMENT

This agreement may not be assigned or transferred, nor may the facilities be sublet or used by anyone other than the renter. I have read and understand this agreement and the *Tribes Building Use Policy*, which by reference is a part of this agreement. I agree to be bound by them.

Date	Renter's Signature





Kenny Moses Building/Kitchen/Waterfront Key Sign Out



Item Number:_____

СНЕСК ОПТ								
Date	Renter's Name (Printed)			Renter's	Renter's Signature			
Date	Staff Checking Out Key			Staff Sig	Staff Signature			
RETURNING								
Date	Renter's Name (Printed)			Renter's	Renter's Signature			
Date	Staff Member Signature			Time	Time			
SECURITY DEPOSIT REIMBURSEMENT FORM (MUST HAVE BOTH PARTIES SIGNATURES)								
AREA	DESCRIPTION	PA	SS	FAIL		NOTES		
Restrooms -	Toilets							
	Urinals							
	Stalls							
	Sinks & Counters							
	Trash (All Areas)							
	Sweep (All Areas)							
Kitchen	Microwave							
	Refrigerator							
	Sinks & Counters							
Meeting Room(s)	Wipe Down Tables							
Hallways	Polish Fountains							
Hallways -	Sweep							
Exterior Entrancy	Trash							
Exterior Entryway	Sweep							
	V	VALK-TI	HROUGH	4				
BEFOR	DATE			AFTER	₹	DATE		
Custodial Signature		Custodial Signature						
Renter's Signature		Renter's Signature						

