Mission Highlands Facility Rental Form

Capacity: holds up to 75 persons

Information: 8x8 tables (8), folding chairs (49)

This building requires: \$300 refundable security deposit





CONTACT INFORMATION							
Renter's Name		Tribal Department					ribal ID Number
Street Address C		City	City			Z	Zip Code
Work Phone	Cell Phone			Email			
PURPOSE OF REQUEST							
Event Name/Description			# of G	iuests	# of Table	es	# of Chairs
Date of Event	Set-up Time]PM	Event Time		☐ PM	End Tim	ne
Additional Dates		Start Time			End Tim	ne	
FACILITY RENTAL TERMS							

No 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.

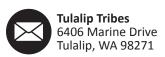
KEY CHECK OUT AND RETURN PROCESS

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 *Mission Highlands* 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





Mission Highlands Key Sign Out





CHECK OUT										
Date	Renter's Name (Printed)			Renter's Signature						
Date	Staff Checking Out Key			Staff Signature						
Date	Renter's Name (Printed)			Renter's Signature						
Date	Staff Member Signature			Time						
SECURITY DEPOSIT REIMBURSEMENT FORM (MUST HAVE BOTH PARTIES SIGNATURES)										
AREA	DESCRIPTION	PA	SS	FAIL		NOTES				
Restrooms	Sinks & Counters									
	Trash									
	Sweep									
Meeting Space	Trash									
	Wipe Down Tables									
	Sweep									
Hallways	Sweep									
Exterior Entryway	Trash									
Exterior Entry Way	Sweep									
WALK-THROUGH										
BEFORE				AFTER	2	DATE				
Custodial Signature			Custodial Signature							
Renter's Signature			Renter's Signature							

