Uppy's Kitchen Facility Rental Form

NOTE: You will need to provide your own cooking equipment (i.e. pots, pans, cooking utensils, and pot holders)

This building requires: \$300 refundable security denosit





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CONTACT INFO	RMATION								
Renter's Name				Tribal Department					Tribal ID Number
Street Address			City			9	State		Zip Code
Work Phone		Cell Phone			Email				
PURPOSE OF R	EQUEST								
Event Name/Description				Additional Space Requested Fire Pit Walk-in Refrigerator					
Food Storage Date St		Start Time			Prep Date			Start Time AM PM	
Cook Date St		Start Time			End Time			Number of Guests	
Date	Approval Sig	nature Required (Denise	Jones)	Date		Kitcher	n Walk	-Thro	ugh Signature
FACILITY RENT	AL TERMS								

Renter assumes responsibility for all equipment borrowed during your rental agreement, including but not limited to: condition and working order of walk-in refrigerator in kitchen.

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.

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

- Kitchen Staff 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.

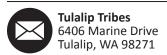
OPENING/CLOSING BUILDING

Kitchen staff will do a walk-through with renter before/after event. Staff will open/close building according to time renter placed on rental request. Staff will only wait an additional 30 minutes. Any time after that, renter will need to reschedule event for another date.

AGREEMENT

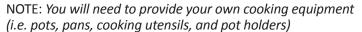
This agreement may not be assigned or transferred, nor may the facilities be sublet or used by anyone other than the renter. I have read and understand this agreement and the *Tribes Building Use Policy*, which by reference is a part of this agreement. I agree to be bound by them.

Date Renter's Signature





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FACILITY NOTICE

Uppy's Kitchen & Tribal Gym is currently used for community gathering – there is a possibility of having to reschedule events that have been scheduled months in advance, funeral gathering are at a moment's notice. Upper Management will give as much advanced notice as possible for renter to reschedule another tribal government building or another date.

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SECURITY DEPOSIT REIMBURSEMENT FORM (MUST HAVE BOTH PARTIES SIGNATURES)									
DESCRIPTION	PASS FA		\IL	NC	NOTES				
Sink Area Wiped Down									
Coffee Machine Cleaned									
Cook Top Wiped Down									
Conventional Oven Wiped									
Deep Fryers Turned Off									
Warmers–Turned off, Emptied, Wiped									
Ice Machine Wiped Down									
Floors–Mop Buckets–Cleaned (Only Use Bleach Provided)									
WALK-THROUGH									
BEFORE	DATE			AFTER	DATE				
Kitchen Staff Signature			Kitche	en Staff Signature					
Renter's Signature			Renter's Signature						

