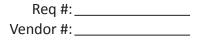
# Tribal Gym (Greg Williams Court) Facility Rental Form

Equipment available: rectangle tables (70), round tables (6) – folding chairs (600) – microphone and big screen
This building requires: \$300 refundable security deposit





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CONTACT INFORMATION								
Renter's Name		Tribal Department				Т	ribal ID Number	
Street Address		City		State Z		Zip Code		
Work Phone	Cell Phone	ne		Email				
PURPOSE OF REQUEST								
Event Name/Description			# of Guests		# of Tables		# of Chairs	
Date of Event	et-up Time		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: tables, chairs, mic, podium, and big screen.

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)

- 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.

## **OPENING/CLOSING BUILDING**

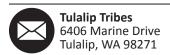
Custodial staff will do a walk-through with renter before/after event. Staff will open/close building according to time renter placed on rental request. Staff will only wait an additional 30 minutes in case the renter is running late. After that, renter will need to reschedule event for another date.

**NOTE**: The Tribal Gym is currently used for community gatherings. As such, there is a possibility that a funeral gathering or other event, scheduled months in advance, may be rescheduled and conflict with your event date. Upper management will give as much advanced notice as possible for renter to move to another tribal rental facility or reschedule to 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





# Tribal Gym Badge Sign Out

Item Nu	ımber:

CHECK OUT							
Date	Renter's Name (Printed)			Renter's Signature			
Date	Staff Checking Out Badge			Staff Signature			
RETURNING							
Date	Renter's Name (Printed)			Renter's Signature			
Date	Staff Member Signature			Time			
SECURITY DEPOSIT REIMBURSEMENT FORM  (MUST HAVE BOTH PARTIES SIGNATURES)							
AREA	DESCRIPTION	PASS	FAIL	NOTES			
Restrooms	Trash						
Sweep							
Locker Rooms	Sink & Counters						
	Trash						
	Sweep						
Hallways	Sweep						
Lobby 1	Trash						
	Sweep						
Lobby 2	Trash						
	Sweep						
Gym 1	Bleachers						
	Sweep						
	Trash						
Exterior Entryway	Trash						
	Sweep						
WALK-THROUGH							
BEF	ORE			<b>AFTER</b> DATE			
Custodial Signature			Custod	Custodial Signature			
Renter's Signature			Renter	Renter's Signature			

