

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

Req #: _____
Vendor #: _____

CONTACT INFORMATION

Renter's Name		Tribal Department		Tribal ID Number
Street Address		City	State	Zip Code
Work Phone	Cell Phone		Email	

PURPOSE OF REQUEST

Event Name/Description		# of Guests	# of Tables	# of Chairs
Date of Event	Set-up Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Event Time <input type="checkbox"/> AM <input type="checkbox"/> PM		End Time <input type="checkbox"/> AM <input type="checkbox"/> PM
Additional Dates		Start Time <input type="checkbox"/> AM <input type="checkbox"/> PM		End Time <input type="checkbox"/> AM <input type="checkbox"/> PM

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
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Tulalip Tribes
6406 Marine Drive
Tulalip, WA 98271



Tulalip Tribes
Fax Number
360-716-0606

Tribal Gym Badge Sign Out

Item Number: _____

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

BEFORE	DATE	AFTER	DATE
Custodial Signature		Custodial Signature	
Renter's Signature		Renter's Signature	