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)

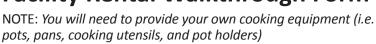
This huilding requires: Credit Card Authorization form on file





This building requires. Credit Card Authorization John on Jile.										
CONTACT INFO	DRMATION									
Lessee's Name			Tribal Department			Tribal ID Number				
Street Address			City	City State				Zip Code		
Work Phone	Cell Pho	Cell Phone		Email						
PURPOSE OF F	REQUEST									
Event Name/De	escription				Additional Space Requested Fire Pit Walk-in Refrigerator					
Food Storage Date		Start Time AM PM		PM	Prep Date				Start Time	
Cook Date	ook Date Start Time End Time		_	AM PM		Numl	per of Guests			
Date	Approval Sig	gnature Required (Denise Jones)			Date		Kitchen Walk-Throu			ugh Signature
FACILITY RENT	AL TERMS				•		•			
Lessee 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.										
In the event of an unsatisfactory walkthrough, the lessee will be informed of any issues, an itemized invoice will be generated, and the card will be charged for the invoiced amount. Once a satisfactory walkthrough is completed, this form will be shredded.										
OPENING/CLOSE WALKTHROUGH-BADGE ACCESS										
Staff will do a mandatory walk through with lessee before/after event. Staff will pre schedule before and after walkthrough via eamil or text. Badge access will open / close building according to time lessee placed on contract form. Badge will be signed out at walkthrough and returned at post walkthrough. NOTE: badge will not work before or after times on rental application.										
CREDIT CARD	AUTHORIZAT	ION								
and the card will	be charged for dded. I authoriz	the invoiced a e Tulalip Tribe	mount. Once	e a satis	sfactory	walkthroug	h is con	npleted	, the cre	will be generated, edit card authorization bes Facilities Policy and
AGREEMENT										
	derstand this a									er than the lessee. I of this agreement. I
Date Lessee Signature Please allow 48 hours to process										
Date Approver Signature										

Uppy's Kitchen Facility Rental Walkthrough Form





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 lessee to reschedule another tribal government building or another date.

(MUST HAVE BOTH PARTIES SIGNATURES)							
DESCRIPTION	PASS		AIL		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			
Lessee's Signature			Lesse	e's Signature			



Tulalip Tribes Facility Rental Indemnification Agreement

Lessee will defend, indemnify and hold Lessor, Tulalip Tribes, harmless against all claims and demands for loss or damage, including property damage, personal injury and wrongful death, arising out of or in connection with the use and occupancy of said premises by Lessee or any other person claiming by, through or under Lessee, or any accident or fire on said premises cause by the act or neglect of the Lessee, his/her guests or invitee's or any nuisance made by Lessee, his/her guests or invitee's or suffered thereupon or any failure by Lessee to keep said premises in a safe condition, and will reimburse Lessor for all its costs and expenses, including reasonable attorney fees, incurred in connection with the defense of any such claims, and will hold all goods, materials, furniture, fixtures, equipment, machinery and other property whatsoever on said premises at the sole risk of Lessee and hold Lessor harmless from any loss or damage thereto by any cause whatsoever or caused thereby.

Lessee:		
Print Name	Date:	
Signature		

TULALIP TRIBES





Please fill out all fields completely. This authorization allows access to the facilities and will remain valid until a satisfactory post-walkthrough is conducted with the lessee. The card will not be charged unless there is an unsatisfactory walkthrough, which occurs if the lessee fails to fulfill the responsibilities outlined in the rental paperwork and explained to them during the pre-walkthrough.

In the event of an unsatisfactory walkthrough, the lessee will be informed of any issues, an itemized invoice will be generated, and the card will be charged for the invoiced amount. Once a satisfactory walkthrough is completed, this form will be shredded.

CREDIT CARD INFORMATION							
☐ Mastercard ☐ Visa ☐ Discover ☐ AMEX							
Cardholder name (as shown on the card)							
Card number	Expiration date (MM/YY) /	Security Code	Cardholder ZIP Code				
I authorize Tulalip Tribes to charge my credit card above in alignment with Tulalip Tribes Facilities Policy and Regulations section F. Payment ii. (1), (2)							
Date	Signature						

CLEANING TASK AND GUIDELINES

Kitchen

- Clean out and Wipe down sinks
- Wipe down all counter spaces
- Wipe down stoves
- Sweep entire floor
- Mop if needed
- Take all garbage to outside cans
- o Place new garbage liners in each can

Dining area

- Wipe down tables and chairs
- o Fold and put away tables and chairs
- Dust mop entire floor and
- o Mop if needed
- Take out garbage
- o Replace garbage liners

Restrooms

- Take out garbage
- Replace garbage liners
- Sweep and mop

Miscellaneous

- o Wipe up and spills around facility (spills on floor, tables, and walls)
- Vacuum rugs by doors
- Make sure doors and windows are locked
- o Please remind smokers to dispose in proper container not on ground
- o Pick around front area if your party drops anything on the outside

Supplies

- Supplies for use will be in closet
- Mops and mops buckets are in the kitchen near the sink
- Use outside can for all garbage

Decorations:

Please do not use the following items when decorating: staples, nails, screws, hooks, glue, sticky tape, double-sided tape or any devices that may cause damage to the interior or exterior of the facility.

		_
Renter's signature	Date	_
Employee's initials copy where made:		