



FACILITY AND EQUIPMENT RENTAL REQUEST

CONTACT INFORMATION

Renter's Name: _____ Tribal Department: _____

Tribal ID Number: _____ ID checked by (initials): _____

FOR OFFICE USE ONLY

Street Address: _____

City: _____ State: _____ Zip: _____

Work Number: _____ Evening Number: _____

Email Address: _____

PURPOSE OF REQUEST

Event Name (example: birthday party): _____

Date of Event: _____ Start Time: _____ End Time: _____

Additional Dates: _____ Start Time: _____ End Time: _____

Additional Dates: _____ Start Time: _____ End Time: _____

FACILITY RENTAL REQUESTED (you may check more than one)

Kenny Moses Building – Kitchen (note: Kenny Moses Building is not available from November through March.)

Waterfront Beach Area

Tribal Gym (Greg Williams Court)

Uppy's Kitchen (note: you will need to provide your own cooking supplies, i.e. pots, pans, and cooking utensils)

Fire Pit

Walk-In Refrigerator

Food Storage/Delivery Date: _____ Time: _____

Prep Date: _____ Time: _____

Cooking Date: _____ Time: _____

Approval Signature Required: _____ Date: _____

Denise Jones

Mission Highlands Community Building (note: not subject to daily fees but deposit still applies)

Early Learning Academy: Gym Library

Hermosa Point Building: Gray White

Equipment Requested (note: custodial staff to set up and take down tables and chairs is for tribal events only.)

Tables and Chairs for Approximate Number of People: _____

Microphone – Big Screen (Tribal Gym only)

Facility Rental Terms

No overnight events. 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 Uppy's 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 until the total costs are satisfied.

Renter assumes responsibility of ensuring walk-in refrigerator is clean and no garbage or debris is left behind. A Tulalip Tribes kitchen staff member will go over a detailed checklist prior to use of the kitchen.

Damage and Cleaning Deposit returned in full, or proportional after the following:

- Maintenance Inspection
- Community Services Kitchen Inspections (if acceptable)
- CSR – Reimbursement Process
- 14 Business Day Process – Refund or Cancellation Deposit

EQUIPMENT RENTAL REQUESTED

(note: a \$100 refundable deposit is required and it is the renter's responsibility to pick up and return equipment)

Quantity of Tables: _____ and Chairs: _____

Pick Up Requested Date: _____ Time: _____

Return Date: _____ Time: _____

Pick up and Return Process: Equipment is picked up and returned to the **Kenny Moses Building** either when event is over (if Monday through Friday from 8:00 am to 12:00 noon) or the first business day after event date, no later than 12:00 noon unless prearranged with custodial staff.

Note: Approximate cost to replace tables is \$149 each and chairs \$24.75 each.

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.

Applicant/Person Responsible Signature:

X _____ Date: _____ Tribal ID No. _____

FOR OFFICE USE ONLY	
CSR Coordinator: Reimbursement Request	
Submitted for approval by: _____	Date: _____
Approved by: _____	Date: _____

TDS-19933 (06/16)