

# Mission Highlands Facility Rental Form

Capacity: holds up to 75 persons  
 Information: 8x8 tables (8), folding chairs (49)  
 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, condition of all kitchen equipment.

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.

Renter assumes responsibility of ensuring kitchen equipment is clean and no garbage or debris is left behind. A Tulalip Tribes custodial staff member will go over a detailed checklist prior to use of the building and after use of kitchen.

## 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.

## KEY CHECK OUT AND RETURN PROCESS

Key is checked out and returned to the **Administration Building CSR staff** – either when event is over (Monday through Friday from 8:00 am to 4:00 pm) or the first business day after each weekend event date, **no later than 9:00 am** unless prearranged with CSR staff. **NOTE:** Approximate cost to re-key *Mission Highlands* by Everett Safe & Lock is \$355.

## 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

# Mission Highlands Key Sign Out



Item Number: \_\_\_\_\_

## CHECK OUT

Date	Renter's Name (Printed)	Renter's Signature
Date	Staff Checking Out Key	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	Sinks & Counters			
	Trash			
	Sweep			
Meeting Space	Trash			
	Wipe Down Tables			
	Sweep			
Hallways	Sweep			
Exterior Entryway	Trash			
	Sweep			

## WALK-THROUGH

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

TDS-23250



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