NASCHITI COMMUNITY GOVERNANCE
Chapter Facility Rental Application and Agreement

Application:
Name of Organization: ________________________________________________
Address: ____________________________________________________________
Contact person: ______________________________________ Phone No.: _________
Work No.: ___________________________________________________________
Nature of Rental: _____________________________________________________
Date requested for use: ________________________________________________
Time: from: ___________ am/pm to: ___________ am/pm (Not to exceed 6 hours)
What time will the doors need to be opened? ________________________________
What equipment will be needed and how many? _____________________________
Name of Security or Custodian (mandatory)? ________________________________

For Chapter Gov’t Related Functions (No Fee)
☐ Kitchen ☐ Meeting Room ☐ Meeting Room w/Kitchen

For Chapter Gov’t Related Program Functions (No Fee)
☐ Kitchen ☐ Meeting Room ☐ Meeting Room w/Kitchen

For Community Family Gathering for Funeral Service Arrangement (No Fee)
☐ Kitchen ☐ Meeting Room ☐ Meeting Room w/Kitchen

1. For Non-Chapter Gov’t Related Functions (Birthdays, Receptions, etc.)
☐ $35 Kitchen ☐ $40 Meeting Room ☐ $55 Meeting Room w/Kitchen
☐ $40 Kitchen ☐ $70 Meeting Room ☐ $90 Meeting Room w/Kitchen

2. For bingos ONLY
☐ $125 per day (includes power/water). Party is responsible to pick up trash and to keep the outside premises clean.

A 5% tax will be collected.
$20 fee to hire Security Personnel.
ABSOLUTELY NO CHILDREN ARE TO BE OUTSIDE OF CHAPTER DURING RENTAL OF FACILITY.

Agreement Provisions:
This agreement for usage of the Chapter Facility is issued to the person/organization on the date and time for the specified reason all stated above. The user of the facility shall be responsible for damage done during the function either by accident or by act of vandalism and will also assume the liability risk coverage for all participants. The organization using the facility will be responsible for the supervision, welfare and the conduct of the individuals attending the function. The Naschiti Chapter, it's Officials, Employees or Representatives shall not be held liable for any loss, damage, injury or liability of any kind to any person or property caused during the usage of the facility.

The purpose of this agreement is to ensure Chapter property accountability and responsibility. The obligation of the facility user shall be to:

☐ Assure to identify Chapter personnel or Officials to open and close the building. For security purposes, No Keys shall be provided to the requesters.
☐ Assure during irregular hours of event or weekend functions to hire temporary security to secure the place during the event. Any fee involved the requester is responsible for the payment.
☐ Assure no vandalism is taking place inside or outside of building (Chapter, Laundromat, Sr. Center, etc.)
☐ Assure that offices in the facility are not entered.
☐ Assure the building (meeting room, kitchen, restrooms, etc.) is swept and mopped at the end of use.
☐ Assure that no children are not to be in the kitchen.
Assure exterior of building is clean prior to leaving the building and garbage is disposed of properly (pick up trash).

Assure that all chairs, tables and other equipment used are put away properly, wiped cleaned and accounted.

Assure interior ceiling lights are turned off heater/air conditioner is turned off.

Assure that all activity announcements are removed.

Assure and advise parents that their children cannot be outside of building.

Assure to prepare a written report to the Chapter if the agreement is violated.

Assure trash receptacles are emptied and relined after event.

A Rental Fee in the amount of $______________ is requested with an additional $15.00 or $20.00 deposit is needed for the rental of the facility.

NOTE: The deposit is returned upon complying with the above stated agreement. All rental fees shall be paid in advance. The user(s) of the facility are strongly urged by the Chapter to use all energy sources (electricity, water, propane, etc.) efficiently. To receive deposit, a Reimbursement Form must be submitted.

I/We, the undersigned have read the agreement and assume the responsibility as outlined in the agreement.

_________________________  _______________________
Signature of Facility User                      Date

_________________________  _______________________
Community Service Coordinator or Designee's Signature  Date

Approved  Disapproved

If disapproved, state reason:

_________________________

Receipt No.: ______________________ Date of Receipt: __________________

Person opening and closing the facility (Name & Title):

_________________________

Deposit Refund Procedures:

Inventory and inspection report

After the usage of the facility, did the requester comply with the agreement?  Yes  No

_________________________

Signature & Title of person that inspected the facility

If yes, deposit refund was refunded on:

If no, remarks:______________________________________________________________________________