



Chapter Facility Usage Form

LOW MOUNTAIN CHAPTER

P.O. Box 4416

Blue Gap, Arizona 86520

Phone No. (928)725-3700

Email: lowmountain@navajochapters.org

Name: _____

Date: _____

Address: _____

Phone Number: _____

Date & Time to be used: _____

Are you registered with Low Mountain Chapter? Yes No

Census Number: _____

Nature of Event: _____

Date & Time of Event: _____

Description	Fee	Navajo Nation Sales Tax (6%)
Rental Fee – Standard	\$50.00	\$3.00
Rental Fee – Political	\$100.00	\$6.00
Cleaning/Security Deposit – Standard	\$25.00 (Refundable)	N/A
Cleaning/Security Deposit – Political	\$50.00 (Refundable)	N/A
Kitchen Usage	\$20.00	\$1.20
Vendor On Premises Fee	\$5.00	\$0.30

Rental Fee can be waived for internal departmental program functions as meetings, trainings, activities, clinics, or work-sessions for the benefit and interests of the community, including emergency community descendant's family meetings and funeral reception gathering.

LOW MOUNTAIN CHAPTER EQUIPMENT RENTAL ACKNOWLEDGEMENT

- Fees and Deposits must be made one (1) week prior to Rental.
- Rental must not conflict with other approved Facility Usage. (Meetings, Other Rental Events, etc.)
- The Cleaning/Security Deposit will be refunded provided that the Chapter House is clean, trash is disposed of, there are no damage, and the key is returned to the Chapter Administration the next business day at 8:00 AM.
- If the Requesting Party is submitting another request prior to current request, the Requesting party shall be required to submit another Facility Usage Form and pay a separated rental fee and cleaning/security deposit.
- Requesting Party must provide own cleaning solutions, trash bags, etc.
- Complete Facility Usage Check-Off List before and after event. [Attached]
- Rental availability must comply with current Navajo Nation Emergency Executive Orders.

Refer to the Chapter Policy and Procedures for detailed guidelines of the Chapter House/Facility Usage.

Signature: _____

Date: _____

For Chapter Use Only											
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Inspected By: _____ Date: _____ Approved By: _____ Date: _____	<table border="1" style="width: 100%;"> <tr><td style="text-align: right;">Fee Charge:</td><td> </td></tr> <tr><td style="text-align: right;">NN Sales Tax:</td><td> </td></tr> <tr><td style="text-align: right;">Cleaning/Security Deposit:</td><td> </td></tr> <tr><td style="text-align: right;">Total:</td><td> </td></tr> <tr><td style="text-align: right;">Receipt Number:</td><td> </td></tr> </table>	Fee Charge:		NN Sales Tax:		Cleaning/Security Deposit:		Total:		Receipt Number:	
Fee Charge:											
NN Sales Tax:											
Cleaning/Security Deposit:											
Total:											
Receipt Number:											