

**LOW MOUNTAIN CHAPTER  
CHAPTER HOUSE/FACILITY USAGE  
POLICY AND PROCEDURES  
[REVISED – 10/30/2023]**

**I. PURPOSE:**

The policy and procedures is hereby established to regulate the usage of the Low Mountain Chapter House/Facility to provide assurance that a uniform consistent operation and functions are carried out.

**II. POLICIES:**

- A. The Chapter House/Facility shall be rented out for fundraising and other family activities as bingo, etc. for its registered community members.
- B. The Chapter House/Facility shall not be rented out without proper approval and should not conflict with other approved usage.
- C. Request for Chapter House/Facility Form (Exhibit A) shall be completed and submitted 5 days in advance.
- D. Chapter House/Facility Usage can be free of charge for internal departmental program functions as meetings, training, activities or work-sessions for the benefit and interests of the community, and including emergency community descendant's family meetings and funeral reception gathering.
- E. The Chapter House/Facility Usage rental request for all political events, a fee of \$100.00 plus a \$50.00 cleaning fee deposit and current Navajo Nation Sales Tax will be charged sponsorship.
- F. The current rental fee in the amount of \$50.00 including current Navajo Nation Sales Tax shall be paid one week prior to the usage of the Chapter House/Facility.
- G. If the Requesting Party is submitting another request prior to utilizing the Chapter House/Facility with the current request, the requester shall be required to pay a separate Chapter House Facility Usage rental fee plus the cleaning deposit.
- H. The Requesting Party shall be responsible for the Chapter House cleanup and/or damages occurring during the Chapter House rental use.
- I. The Requesting Party shall be responsible for opening & closing of the Chapter House/Facility before and after usage.
- J. A \$50.00 Cash Cleaning Security Deposit Fee shall be paid one week prior to the usage before the Chapter House Key is released to the requesting party.
- K. A fee of \$20.00 plus NN Sales Tax shall be charged to use the kitchen.
- L. A fee of \$5.00 plus NN Sales Tax shall be charged for Chapter Premises vending – NO EXCEPTIONS!
- M. The renter all provide own cleaning solutions, trash bags, etc.

**III. PROCEDURES:**

- A. The Requesting Party shall be required to complete the request form of the Chapter House Facility Usage.

- B. A rental fee payment shall be made in cash or money order form. Money Order shall be made payable to the LOW MOUNTIAN CHAPTER P.O. BOX 4416 BLUE GAP AZ 86520. **ABSOLUTELY NO PERSONAL CHECKS.**
- C. The Requesting Party requesting for a waiver privilege shall be put in writing and attached with Chapter Facility Usage Request form to the Chapter Administration.
- D. The Chapter Administration shall provide requesting party a receipt to verify payments received.
- E. Designated Chapter Office Assistance or Administration Staff shall enter the transaction in the Chapter Cash Receipt Journal.
- F. Rental Fee shall be secured in a locked safe until deposit is made.
- G. The Cash Security Deposit Fee shall be returned in a check form on the next check distribution day to the Requesting Party provided the Chapter House is clean, with no damage, and the Chapter House Key is immediately returned to the Chapter Administration at eight (8) o'clock the next business day.
- H. Due to any Emergency Pandemic, the Chapter shall comply with Navajo Nation Executive Orders.

**IV. ELIGIBILITY REQUIREMENT:**

- A. The Requesting Party shall be an active registered voter with the Low Mountain Chapter one year prior to the request.
- B. Any registered member shall not rent on behalf of a non-registered member.

**V. AMENDMENT:**

The Low Mountain Chapter shall strictly abide and comply with set Policy and Procedures unless otherwise changes or amendments have been made to the Chapter House/Facility Usage Policy and Procedures. This process to amend the Policy and Procedure shall be recommended in writing by any registered community members at a duly called Chapter Planning Meeting.

**C-E-R-T-I-F-I-C-A-T-I-O-N**

We, hereby, certify that the foregoing Policy and Procedures was duly considered at a duly called Low Mountain Chapter, Chapter Meeting in Low Mountain, Navajo Nation, Arizona at which a quorum was present and that same was passed by a vote of 11 in favor, 0 opposed, and 04 abstained, on this 13 day of November, 2023.

Motion By: Clara Tsosie

Second By: Mae Yazzie

[Signature]  
Ben Ginnie, Chapter President

[Signature]  
Roger B. George, Chapter Vice President

[Signature]  
Rose Ann Charley, Chapter Secretary/Treasurer