

Susanville Indian Rancheria Facility Use Agreement

Name: _____ Phone: _____

Tribal Member, Group, or Organization?

Yes	No

Event: _____

Facilities Required: Gym Resource Center
 Kitchen Kitchen

Dates Required:

From: _____ To: _____
MM/DD/YYYY MM/DD/YYYY S M T W TH F S

Times Required: (Set-up and clean-up times must be included in the hours.)

From: _____ To: _____

Additional Information

	Yes	No
1. Is this event open to the public?		
a. If no , how many people are you expecting to attend? <input style="width: 50px;" type="text"/>		
2. Will there be a fee to attend this event?		
a. If yes , will the fee be solicited and/or accepted during this event?		
3. Will goods or services be sold at this event?		

Facility Use Fees and Deposit Fees

Use	Facility	Days	Fee	Total
PUBLIC	Gym or Resource Center		\$ 150 <small>PER DAY</small>	\$
TRIBAL	Gym or Resource Center <small>*Only applicable if goods or services will be sold at this event.</small>		\$ 75 <small>PER DAY</small>	\$
Security Deposit			\$ 120 <small>PER EVENT</small>	\$
			Total	\$

Terms and Conditions

1. All Susanville Indian Rancheria (SIR) facilities are smoke-free.
 2. Any damage to facilities or equipment other than from normal use shall be the responsibility of those using the facility.
 3. All fees are due at booking, unless other arrangements have been approved by the Director of Public Works. Checks can be made payable to: Susanville Indian Rancheria.
 4. A security deposit of \$120 is required and should be paid separately. Security deposits will be returned to the user if facilities are left in satisfactory condition (determined by SIR janitorial staff).
 5. **Indemnification:** It is the express term of this agreement that the user indemnifies SIR for any costs or damages of any kind incurred because of the use of the facility by the user.
 6. All bookings must be made through the Public Works Administrative Assistant at least **two weeks** prior to the event. Considerations will be made in extenuating circumstances.
 7. **Cancellation:** A full refund will be given if a cancellation notice has been given at least **two weeks** prior to the event. Anything less than **two weeks** notice, 50% of the payment will be refunded.
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User Agreement

Signature on this form indicates the agreement of the user to the terms and conditions outlined above by the Susanville Indian Rancheria.

Signature: _____ **Date:** _____

Print Name: _____

FOR SUSANVILLE INDIAN RANCHERIA PUBLIC WORKS OFFICE USE ONLY

<input type="checkbox"/> Deposit Received Date: _____ Receipt: _____	COMMENTS
<input type="checkbox"/> Keys Issued	
<input type="checkbox"/> Facilities Cleaned	
<input type="checkbox"/> Keys Returned	
<input type="checkbox"/> Facility Use Fees Paid Date: _____ Receipt: _____	
<input type="checkbox"/> Deposit Returned Date: _____	
	_____ Public Works Authorizing Signature
	_____ Print Name
	_____ Date

QUESTIONS? CALL (530) 257-1128, MONDAY-FRIDAY, 8 AM TO 5 PM
