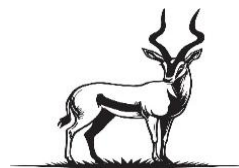


THE  
NAVAJO  
NATION



JEDDITO CHAPTER  
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## CHAPTER FACILITY USAGE REQUEST

|         |       |
|---------|-------|
| NAME    |       |
| ADDRESS | PHONE |

|                                   |                      |                                                                                                                                      |
|-----------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> \$78.00  | COMMUNITY MEMBER     | \$50.00 RENTAL FEE (DOES NOT INCLUDE KITCHEN USAGE)<br>PLUS 6% NAVAJO NATION SALES TAX AND A \$25.00 REFUNDABLE<br>CLEANING DEPOSIT. |
| <input type="checkbox"/> \$104.00 | NON-COMMUNITY MEMBER | \$75.00 RENTAL FEE (DOES NOT INCLUDE KITCHEN USAGE)<br>PLUS 6% NAVAJO NATION SALES TAX AND A \$25.00 REFUNDABLE<br>CLEANING DEPOSIT. |

- ALL MEETINGS, TRAININGS & CONFERENCES DURING BUSINESS HOURS FROM 8:00AM TO 5:00PM, MONDAY - FRIDAY, WILL NOT INCUR A RENTAL FEE.
- DEPARTMENTS OF THE NAVAJO NATION WHO PROVIDE DIRECT SERVICES FOR THE COMMUNITY WILL NOT INCUR A RENTAL FEE.
- WAIVERS WILL ONLY BE MADE FOR FAMILY GATHERINGS FOR THE DECEASED, **ONLY IF THE PERSON IS A REGISTERED MEMBER OF THE CHAPTER.**

|                    |  |            |  |          |                    |         |  |                  |
|--------------------|--|------------|--|----------|--------------------|---------|--|------------------|
| REQUEST:           |  | CONFERENCE |  | TRAINING |                    | MEETING |  | FAMILY GATHERING |
| DATE(S) REQUESTING |  |            |  |          | TIME(S) REQUESTING |         |  |                  |

- DUE TO INSURANCE PURPOSES; IT IS YOUR FULL RESPONSIBILITY TO SHOW LIABILITY INSURANCE FOR ANY USAGE OF THE CHAPTER. ALL AREAS OF THE FACILITY (INSIDE & OUTSIDE) MUST BE LEFT IN A CLEAN MANNER. HEAVY EQUIPMENT IS OFF LIMITS TO ANYONE. RENTER MUST ENSURE THAT TABLE COVERS ARE BEING USED.
- TABLES AND CHAIRS MUST BE WIPED DOWN AND PUT AWAY.
- RENTER MUST PROVIDE THEIR OWN CLEANING SUPPLIES.
- RENTER IS RESPONSIBLE FOR DISPOSING OF THEIR OWN TRASH.
- PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN AT ALL TIMES, IN AND OUTSIDE THE CHAPTER.
- NO KITCHEN ACTIVITY AT ANYTIME. KITCHEN IS DEEMED CLOSED BY WIHCC UNTIL FURTHER NOTICE.
- BEFORE LEAVING THE FACILITY, MAKE SURE ALL DOORS ARE LOCKED AND ALL LIGHTS ARE OFF.
- REIMBURSEMENT CHECK WILL BE MADE OUT TO THE PERSON RENTING THE CHAPTER.
- ANY DAMAGES INCURRED WILL BE BILLED TO THE PERSON RENTING THE CHAPTER.

|                    |                   |            |
|--------------------|-------------------|------------|
| KEYS PICKED UP BY: | KEYS RETURNED BY: | DATE/TIME: |
|--------------------|-------------------|------------|

I certify that I have read the above information and hereby agree to comply with all policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

☐ APPROVED ☐ DENIED BY: \_\_\_\_\_

DATE STAMP