

**TOOH HALTSOOI COUNCIL OF NAATAANI CHAPTER  
P.O. BOX I. SHEEP SPRINGS, NM 87364**

EXHIBIT D

**CHAPTER FACILITY RENTAL AGREEMENT**

Separate Form Must Be Filled Out For Each Rental

Name of Rentee: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work/Message: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VOTER OR NON VOTER**

HOURS	RENTAL RATES		DATES REQUESTING	INDICATE TIMES
	<u>Voter</u>	<u>Non- Voter</u>		
5 hours or less	<b>40.00 + 2.00</b>	<b>\$ 65.00 + 3.25</b>	_____	From: _____ To: _____
3-7 hours	<b>80.00 + 4.00</b>	<b>\$125.00 + \$6.25</b>	_____	From: _____ To: _____

**Total:** Total Hours x Rental Rate + 5 % Sales Tax = \$\$\$

Full Payment in a MONEY ORDER is Due Upon Rental.

**CLEANING DEPOSIT:** \_\_\_\_\_ *If Applicable*

Rentals for Profit will be assessed 5% of the total net profit.

**KITCHEN DEPOSIT:** \_\_\_\_\_ *If Applicable*

**TOTAL AMOUNT DUE:** \_\_\_\_\_

The Chapter Manager must approve any waiver of fees.

**Deposit shall apply, if applicable. The deposits will be forfeited if the terms are not met.**

**INITIALS:** \_\_\_\_\_

**Money Order #** \_\_\_\_\_

In case of emergency, please notify the Police Department (505) 368-1350

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Manager's Signature

\_\_\_\_\_  
Date

SIGNING THE TOOHALTSOOI COUNCIL OF NAATAANII CHAPTER FACILITY RENTAL AGREEMENT, ALL ACTION THAT TAKE PLACE WITHIN THE PREMISES WILL NOT BE TOOHALTSOOI COUNCIL OF NAATAANII CHAPTER'S RESPONSIBILITY. THEREFORE, ANY THEFT, DAMAGES, LOSS, INJURIES, AND ACCIDENTS WHILE PERFORMING ACTIVITIES WILL DIRECTLY BE THE RENTER'S RESPONSIBILITY.

The sponsor of the facility will comply with the Toohaltsooi Council of Naataani Chapter policies, rules and regulations. The sponsor will assume responsibilities for all facilities, equipment damages, etc. resulting from or during usage of the facility. The sponsor will be held responsible for cleaning the facility prior to leaving the building. The rental fee in the amount of \$\_\_\_\_\_ is requested prior to the facility usage.

The sponsor will be on the premise at all times during the scheduled event. The audience capacity may not go beyond the state fire codes. The sponsor agrees to maintain crowd control. Smoking is prohibited indoors. Alcoholic beverages is prohibited on the chapter premise.

All the following MUST be completed upon exiting the facility:

- 1 Remove all decorations, staples, tape, and tacks.**
- 2 Clean the lobby and kitchen area (if used), sweep and mop if necessary.  
Empty the trash into plastic bags and dispose it properly into the trash bin. Please provide your own trash bags.**
- 3 Put all chairs and tables away properly.**
- 4 Check and lock all exit doors and windows.**
- 5 Turn off all lights in the building.**
- 6 Turn on the porch lights and lock the security gate when leaving.**

Toohaltsooi Council of Naataani Chapter will not assume any responsibilities for loss or theft of any valuables, nor be liable for any injuries that may be caused due to negligence and carelessness of the sponsor renting the facility.

I have read the above agreement and understand that I represent the person/organization with the responsibility for using the chapter facility.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

[Senior Center, Head Star, Chapter Staff, CLUPC, Veterans, SWAT, Health Board, School Board, Farm Board, Soil Conservation Rep., etc.]

\*\*FUNDRAISING - Must Be Related to Organization for Travel, Registration/Conference Fees.  
Lodging/Meals, Etc. Must Present Documentation for Fund Raising NOT FOR PERSONAL USE.

**NOTE - REQUESTER'S) SHALL BE RESPONSIBLE FOR CLEANING & TAKING TRASH - DO NOT LEAVE TRASH BEHIND. MAKE SURE THAT TABLES ARE CLEANED AND NO BINGO DABBER MARKINGS ARE LEFT.**