

# TOOHALTSOOI COUNCIL OF NAATAANI 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>		From: _____	To: _____
4 hours or less	40.00 + 2.40	65.00 + 3.90	_____	From: _____	To: _____
4-8 hours	80.00 + 4.80	125.00 + \$7.50	_____	From: _____	To: _____

**Total:** Total Hours x Rental Rate + 6 % Sales Tax = \$\$\$

Full Payment in a MONEY ORDER is Due Upon Rental.

Rentals for Profit will be assessed 6% of the total net profit.

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.*

CLEANING DEPOSIT: \_\_\_\_\_

KITCHEN DEPOSIT: \_\_\_\_\_

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

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 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
- 4 **Put all chairs and tables away properly.**
- 5 **Check and lock all exit doors and windows.**
- 6 **Turn off all lights in the building.**
- 7 **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.**

# TOOH HALTSOOI COUNCIL OF NAATAANII CHAPTER P.O. BOX I, SHEEP SPRINGS, NM 87364

## Chapter Equipment Rental

Name of Renter: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work/Message: \_\_\_\_\_  
 Purpose of Rental: \_\_\_\_\_

All projects such as digging, clearing area, clearing roads, and land fill excavation will require proof of home site or business site lease, etc. Attach copies of the proofs to this form.

DATE NEEDED: \_\_\_\_\_ TIME NEEDED: \_\_\_\_\_  
 MONEY ORDER: \_\_\_\_\_ NUMBER OF DAYS: \_\_\_\_\_  
 TOTAL HOURS: \_\_\_\_\_

CHECK THE APPROPRIATE BOX FOR RENTAL REQUESTED. AN ADDITIONAL \$30.00 WILL BE ADDED AUTOMATICALLY TO ALL HEAVY EQUIPMENT OR TRUCKS RENTAL FOR THE COST OF FUEL.

PAYMENT IS DUE IN FULL BEFORE WORK WILL BE SCHEDULED.

COMMUNITY MEMBERS ONLY

TOTAL CHARGES

TRACTOR	( )	\$40.00 Per Hour AND \$30.00 for FUEL	_____
BACKHOE	( )	\$40.00 Per Hour AND \$30.00 for FUEL	_____
FLATBED	( )	\$30.00 Per Hour AND \$30.00 for FUEL	_____
GENERATOR	( )	\$30.00 Per Hour AND \$30.00 for FUEL	_____
WELDER	( )	\$30.00 Per Hour AND \$30.00 for FUEL	_____
BLADING/PLOWING	( )	\$25.00 Per Hour AND \$30.00 for FUEL	_____
FULL DAY RENTAL:		\$100.00 Per 6-8 Hour AND \$60.00 for FUEL	_____

NON-COMMUNITY MEMBERS ONLY

TOTAL CHARGES

TRACTOR	( )	\$65.00 Per Hour AND \$30.00 for FUEL	_____
BACKHOE	( )	\$65.00 Per Hour AND \$30.00 for FUEL	_____
FLATBED	( )	\$65.00 Per Hour AND \$30.00 for FUEL	_____
GENERATOR	( )	\$65.00 Per Hour AND \$30.00 for FUEL	_____
WELDER	( )	\$65.00 Per Hour AND \$30.00 for FUEL	_____
BLADING/PLOWING	( )	\$40.00 Per Hour AND \$30.00 for FUEL	_____
FULL DAY RENTAL:		\$125.00 Per 6-8 hours Day AND \$60.00 for FUEL	_____

Subtotal: \_\_\_\_\_

Total: \_\_\_\_\_ Total Hours: \_\_\_\_\_ x Rental Rate \_\_\_\_\_ + 6 % Sales tax \_\_\_\_\_ = \$\$\$ \_\_\_\_\_

NO CASH OR PERSONAL CHECKS ACCEPTED. MONEY ORDERS ONLY!

DEPOSIT \_\_\_\_\_ If Applicable!!

The Chapter Manager must approve any waiver of fees.

Amount Due

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

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

JPON SIGNING THE TOOH HALTSOOI COUNCIL OF NAATAANII CHAPTER EQUIPMENT RENTAL AGREEMENT, ALL ACTION THAT TAKES PLACE WITHIN THE PREMISES SHALL NOT BE TOOH HOLTSOOI COUNCIL OF NAATAANII CHAPTER'S RESPONSIBILITY. THEREFORE, ANY THEFT, DAMAGES, LOSS, INJURIES, AND ACCIDENTS WHILE PERFORMING ACTIVITIES SHALL DIRECTLY BE THE RENTER'S RESPONSIBILITY. THANK YOU.