

**SAN JUAN CHAPTER
RENTAL AGREEMENT FORM**

NAME OR/ COMPANY NAME:

ADDRESS:

HOME/COMPANY PHONE #: _____

MESSAGE #: _____

PHYSICAL ADDRESS:

DATE OF REQUEST: _____

DATE OF USAGE: _____

NATURE OF ACTIVITY:

WHAT CHAPTER EQUIPMENT WILL BE NEEDED:

PROJECTED LENGTH OF ACTIVITY: _____

TIME CHAPTER WILL NEED TO BE OPENED: _____ AM/PM

FEE CHARGED: _____

RENTAL FEES SUBJECT TO NAVAJO NATION TAX

AGREEMENT: PLEASE UNDERSTAND THAT YOU ARE LIABLE FOR ANY AND ALL DAMAGES THAT MAY RESULT DURING THE PROGRAM ACTIVITY EITHER BY ACCIDENT OR BY THE ACT OF VANDALISM AND YOU WILL ASSUME THE LIABILITY RISK COVERAGE FOR ALL PARTICIPANTS. THE USER WILL BE RESPONSIBLE FOR CLEANING THE FACILITY PRIOR TO LEAVING THE BUILDING A TRASH DISPOSAL FEE OF \$5.00 WILL BE RETAINED FROM THE CLEANING DEPOSIT IF THE TRASH IS NOT DISPOSED OF.

1. Clean the lobby and kitchen area, sweep and mop if necessary
2. Empty the trash can, please provide your own trash bags.
3. Put chairs and tables away properly
4. Check and lock all exit doors and windows
5. Turn off all lights in the building

I AGREE: _____

SIGNATURE

CHAPTER MANAGER (APPROVAL)

(PLEASE GIVE CHAPTER AT LEAST 24 HOURS NOTICE IF CANCELING YOUR REQUEST)