



# Leupp Chapter

## Equipment / Facility Use Contract

Please Print

Community Member

Yes or  No

Name: \_\_\_\_\_ or Business: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Residential / Business Address: \_\_\_\_\_

City State Zip

I hereby agree to the conditions prescribed herein, including any additional responsibilities, presented orally or written, and heeded to under this Contract Agreement, as validated and evidenced by my signature and hereinafter release all unanticipated, unexpected, and potential liability throughout the rental period, and am responsible for damages incurred to LEUPP CHAPTER PROPERTY, regardless of source of damage during rental period.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- A. Leupp Chapter has the right to cancel any reservation due to funeral meetings held for a community member.
- B. Rental Fees shall be paid at the time the reservations are made. Reasonable, satisfactory arrangements need to be made with Leupp Chapter. Property must be properly maintained at all times and utilized with great care throughout the entire use period. Failure to adhere to contract stipulations will result in incurred Damage Fees. Personal Safety and secured Property Care must be exercised at all times. LEUPP CHAPTER is a SMOKE-FREE, ALCOHOL-FREE, and DRUG-FREE building.
- C. Property must be returned in Good Condition to Leupp Chapter and the Return Acknowledgment Signature affixed to terminate your responsibility of PROPERTY and this Contract Agreement. All applicable Fire and Building codes must be followed. Room Capacity shall not exceed over 80 people for the Main Assembly Room and no more than 20 persons in the Small Conference Room. If serving food you must possess the proper permits prior to your event (if the event is Open to the Public). It is understood that the Leupp Chapter is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the Leupp Chapter harmless of any such damages.
- D. Daily (Limited Hourly) rates. Please indicate PROPERTY to be rented / borrowed. These rates apply to private individuals or organizations; private or for profit activities. Charges will be assessed by the number of days utilized multiplied by the daily rate. MONEY ORDERS ONLY if possible made payable to: LEUPP CHAPTER HOUSE
- E. Insurance Coverage must be purchased prior to the event and on-file with the Leupp Chapter Administration Office at time reservations are made. Navajo Nation Risk Management mandates that Leupp Chapter House refers to Renters to purchase insurance coverage for the Event through K&K Insurance at 1-800-637-4757 or via <https://www.kandkinsurance.com>

Rental Description: \_\_\_\_\_

Room Request: [check applicable areas]  Main Assembly Room  Small Conference Room  Kitchen

Set-up Style Requested:  Assembly Room-Theatre style (chairs in rows)  Classroom style (tables with chairs) or  Conference style (U-shape) Additional Request: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Approved by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Return Signature  
Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Charges Due: \$ \_\_\_\_\_ Payment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ M.O. / Cash

Damage Deposit Paid \$ \_\_\_\_\_  Ok to Refund  No Refund

Refund of Damage Fee Deposit is contingent upon Satisfactory Inspection of Property/Equipment at the end of the event. Property/Equipment Inspection to be facilitated by the Leupp Chapter House Administration and/or Maintenance Staff