

PAWNEE NATION OF OKLAHOMA

Division of Tribal Operations – (918)762-2273

TRIBAL FACILITIES/GROUNDS RENTAL AGREEMENT

NAME OF AUTHORIZED RENTER(S) (RESPONSIBLE PARTIES)

DATE(s) & Times REQUESTED

CONTACT NUMBERS (<u>MUST provide at least two</u>)

ORGANIZATION (optional)

NAME OF FACILITY	RENTAL FEE	REFUNDABLE CLEANING FEE

RENTAL AGREEMENT	
Signatures below indicate the renter has received a copy of the Pawnee Nation Policies and Procedures for rental of Facilities/Grounds and that they understand and agree to same.	
Tribal Representative _____	Date _____
Renter's Signature _____	
INITIAL INSPECTION	
Signature below indicate the Renter and Tribal Representative have inspected and agree the facility is clean and no damage is present with the following exceptions: _____	

Tribal Representative _____	

FINAL INSPECTION	
Signature below indicated the facility has been inspected by the Renter and Tribal Representative and the facility is clean and in the same condition as indicated by Initial Inspection with the following exceptions: _____	

Tribal Representative: _____	

NOTE: When this form is filled out and signed in Agreement box, Renter will present to Pawnee Nation Property representative a check or money order for each rent and cleaning fee and will receive receipts for same. When final inspection is complete and all signatures are affixed to this document, checks for cleaning deposit(s) will be returned to Renter. This form to become effective on February 3, 2001 by order of Pawnee Business Council Motion.

Policies and Procedures for Rental of Facilities/Grounds

Available Facilities and Rental Rates per Day

PAWNEE TRIBAL FACILITY	Tribal Members &/or Organizations	Non- Tribal Members&/or Organizations	CLEANING FEE / SECURITY DEPOSIT
ROUND HOUSE	50.00	100.00	100.00
COMMUNITY BUILDING	NO COST	50.00	50.00
CAMP GROUNDS	NO COST	35.00	100.00
MULTI PURPOSE CENTER	100.00	200.00	100.00
WELLNESS CENTER/GYM	125.00	250.00	150.00
ROAM CHIEF CENTER BIG ROOM	100.00	200.00	100.00
ROAM CHIEF CENTER SMALL ROOM	50.00	100.00	100.00
WELLNESS CENTER CONCESSION STAND	50.00	100.00	100.00

FEE WAIVERS: When an organization is granted a fee waiver by the Pawnee Nation Business Council, the security deposit will be increased to \$250.00

Reserving a Facility

A facility is reserved if these four (4) criteria are met:

1. A facility has not been reserved by any other person or organization.
2. A personal check, cashier's check or money order written to the Pawnee Nation has been received in Tribal Operations Office.
3. A Rental Agreement form has been completed at the Tribal Operations Office.
4. ORGANIZATION ONLY: The person renting the facility is authorized by their organization to conduct business on their behalf.

NO reservations shall be made by phone. NO person or organization shall reserve the facility more than ninety (90) calendar days in advance. In order to give another person/organization an opportunity to reserve a facility during weekends, holidays and/or Tribal events; it is the policy NOT to reserve a facility in multiple or consecutive days; unless, otherwise needed to conduct official Tribal business.

If a person or organization requires more than ninety (90) calendar days to plan for an event; the person or organization shall be required to pay an advanced rental charge to reserve the facility. Because of an advantage, the Tribal Operations personnel shall not be allowed to reserved a facility no more than (30) days prior to their event.

It is the policy of the Pawnee nation to give precedence in the event of a Tribal Death. The Roam Chief building shall be made available for the funeral service and/or feast: however, the family will be notified that the Pawnee Nation program(s) shall conduct Tribal business. In the event, the family does not wish to use the Roam Chief building, then the Tribal Roundhouse shall be offered to the family for the wakes; the Roam Chief building shall be made available for the funeral service and/or feast.

The Pawnee Nation SHALL NOT WAIVE a cleaning, security, and key deposit(s) for the use of ANY Tribal facilities.

A copy of the RENTAL RATES and the RENTAL POLICIES AND PROCEDURES shall be provided to the authorized renter when all previous mentioned criteria are met.

Tribal Operations Location

The Tribal Operations Office is located at 361 Clinic Road; the office is open during the hours of 8:00am to 5:00pm, Monday through Friday excluding tribal holidays. For special arrangements after business hours call (918)399-1756.

Fee Waivers

When an organization is granted a fee waiver by the Pawnee Nation Business Council, the security deposit will be increased to \$250.00

Method of Payment

NO CASH! Only personal check, cashier's check or money order shall be accepted. A receipt shall be issued to the renter by the Tribal Operations or designated personnel. The payment shall be held until after the scheduled rental use. At that point, the rent check shall be deposited for payment to the TRIBAL OPERATING FUND. When the facility has been inspected by designated Tribal Operations personnel and the key(s) are returned, the deposit check shall be returned by mail or in-person; provided the facility is in the same condition prior to the condition as prior to rental use. Any cost(s) for cleaning, repairs and/or key replacement may be deducted from the security/cleaning/key(s) deposit.

Pawnee Nation programs and departments will request a purchase order (PO) for the rental amount(s) and security deposit(s) in Microix. After the date of the facility rental Tribal Operations personnel shall notify accounts payable that the facility was utilized and will inform them whether or not the deposit was forfeited. If the deposit was *not* forfeited then the program/department will *not* be charged for the deposit but will be charged for the rental fees.

Returning a Deposit

All deposits will be returned to the person who performs the Post-Inspection. If arrangements are not made to pick up the deposits made in form of a cashier's check or money order; we will mail it to the address on the Rental Agreement form. If the payment is in form of personal check; Tribal Operations will void the check if it has not been picked up within five (5) working days or we can shred the personal check with the consent of the renters (permission shall be obtained prior to signing the rental agreement).

Returned Check Fees

In the event, a renter has a personal check returned to the Pawnee Nation; the renter shall pay a \$25.00 Tribal fee. If the renter fails to pick up the returned check within thirty (30) calendar days, the Pawnee Nation will forward the check to the District Attorney or Attorney General's office for collection.

Cleaning Information

Cleaning instruction sheets shall be posted in each facility. The instruction sheet shall provide location of cleaning supplies, a list of the areas to be cleaned, equipment to be cleaned and instruction list for cleaning specific areas.

If the authorized renter fails to clean the facility the Tribal Operations shall clean up the facility and the renter shall forfeit their security, cleaning and key deposit(s) as cited in the rental agreement form – amounts are shown in the rental rate header and column.

The Tribal Operations staff shall clean the facility for Tribal funeral services and feasts, Nasharo Council and Pawnee Business Council meetings ONLY; a one time gratis use and cleanup for program usage along with the Veteran's Association, War Mothers, Pocahontas Club and the Pawnee Nation Employees Club. NOTE: All facilities must be cleaned the same day of the rental UNLESS prior arrangements have been made with Tribal Operations. NO EXCEPTIONS! Another renter may have reserved the facility immediately following your reservation.

ABSOLUTELY NO TAPE, NO THUMB TACKS ON THE WALLS

Key(s) and Inspection

Keys shall be provided to the renter prior to the day of the event; or Friday prior to a weekend event. The renter shall stop by the Tribal Operations office to meet the designated Tribal Operations personnel for a pre-inspection of the rented facility. Any damage or cleaning discrepancy observed shall be noted on the Rental Agreement for a post-inspection.

Supervision, Security and Damages

When the authorized renter accepts key(s) and possession of the facility; the authorized renter will be responsible for locking the facility when not in use. The renter shall be responsible for any damage caused by failure to secure the facility or properly supervising those using the facility.

Extraordinary Circumstances

In case of extraordinary circumstances (cases not covered by these policies, procedures and rates), the Property Manager shall negotiate terms of the Rental Agreement. If an agreement cannot be reached by this process, the matter will be forwarded to the Property Committee for action.