

PAWNEE NATION OF OKLAHOMA

Division of Property Management– (918)762-2273

TRIBAL FACILITIES/GROUNDS RENTAL AGREEMENT

NAME OF AUTHORIZED RENTER(S) (RESPONSIBLE PARTIES)

||

DATE(s) & Times REQUESTED

CONTACT NUMBERS (MUST provide at least two)

ORGANIZATION (optional)

NAME OF FACILITY

RENTAL/SANITIZE 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	SANITATION FEE	CLEANING FEE / SECURITY DEPOSIT	SET UP/TEAR DOWN FEE
ROUND HOUSE	50.00	100.00	35.00	100.00	75.00
COMMUNITY BUILDING	NO COST	50.00	35.00	50.00	75.00
CAMPGROUNDS	N/A	N/A	35.00	250.00	N/A
WELLNESS CENTER/GYM	125.00	250.00	35.00	150.00	75.00
ROAM CHIEF CENTER BIG ROOM	100.00	200.00	35.00	100.00	75.00
Law Enforcement	50.00	100.00	35.00	100.00	75.00
ROAM CHIEF CENTER SMALL ROOM	50.00	100.00	35.00	100.00	75.00
WELLNESS CENTER CONCESSION STAND	50.00	100.00	35.00	100.00	75.00
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					

Initial

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. 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 reserve 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.

Initial

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. Funerals are exempt from all rental costs.

Initial

Unauthorized usage- All Pawnee Nation Building rentals will be scheduled with the Division of Property Management. Unauthorized use of any Pawnee Nation Building will result in a temporary rental ban and/or higher deposit fee.

Initial

Event licensing:

- **Purchase of a Liquor License is required if the consumption of alcohol will take place. Please contact the Pawnee Nation Liquor Control Commission at PNLCC@pawneenation.org at least 2 weeks prior to event, to give time for review and/or approval of the application.**
- **Purchase of a Tax Permit is required with the Pawnee Nation Tax Commission for selling food and/or merchandise. Please contact Please Tax Commission 918.762.3621 ext. 138 for further information**
- **A food handlers permit is required if food and/or food product is being served. Please visit your local health department/ the Indian Health Services website to obtain. (<https://www.ihs.gov/foodhandler/>)**
- **For waiver fee please contact respective committees**

Initial

Set up/Tear Down Fee:

If set up and tear down is required a nonrefundable fee of \$75.00. Please inform the staff of how many tables and chairs you require and by a certain time.

Initial

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). No checks will be kept.

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.

Initial

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

Initial

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. Keys need to be returned with 24 hours after building usage. **Keys that are not returned are subject to a \$75.00 fee to have the locks changed. This will come out of the security deposit.**

Initial

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. **Stolen or damaged items will be assessed and will come out of the security deposit. Any costs above and beyond the security deposit will result in a civil claim through the Pawnee Nation Court**

Initial

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.

Initial

Sanitizing of Facility

Due to the current Pandemic, there will be a **NON-REFUNDABLE/NON-NEGOTIABLE \$35.00 sanitizing fee added for all Pawnee Nation building rentals.**

Initial

Public Health protocol

Please follow CDC guidelines as applicable

