

## Becenti Chapter Facility Usage Agreement

### Terms and Conditions

1. Requestor must follow Navajo Nation Laws and Becenti Chapter Policy and Procedures.
2. Requestor assumes full responsibility for all facilities and equipment damage, etc., and agrees to promptly reimburse Becenti Chapter for any such acts (pursuant to Chapter Equipment Usage Form – Exhibit C).
3. Requestor hereby agrees to forever release and discharge Becenti Chapter, it's employees and/or representatives from any liability of any nature whatsoever, incurred by virtue of the use of Becenti Chapter property. Requestor expressly waives and relinquishes any and all rights under the law or statute to the contrary. Requestor further agrees to indemnify and hold the Becenti Chapter harmless from any liability actions, causes of actions, causes of action claims, demands, damages, cost, fees, loss of services, expenses, cost of services, cost of defense, attorney fees, compensation, and any other expenses of any nature whatsoever, whether direct or consequential, arising out of the use of the Becenti Chapter property, irrespective of whom the claimant is.
4. Requestor will be on the premises at all times during the scheduled event, including prior to and following the event. Safety will be exercised at all times!
5. Requestor will not sublease the facility or any equipment at any time or the agreement will be terminated and voided.
6. Audience capacity may not go beyond the Navajo Nation Fire Code which is sixty-five (65) total capacity, and emergency exits are to be clear of any obstructions.
7. Requestor agrees to maintain crowd control inside the chapter facility, must obtain and use own security, and control children inside/outside at all times.
8. Becenti Chapter has a smoke-free, drug-free, and alcoholic beverage-free policy; and requestor and security shall make sure the policy is implemented during event.
9. Requestor shall be responsible for setting up and putting away tables, chairs, and equipment; and cleaning the meeting/kitchen areas after use. Also, picking up and returning key to administrative staff.
10. Requestor shall be responsible for providing own waste bags, kitchen utensils, cleaning supplies, and properly dispose trash.
11. Agreement and all necessary attachments, completed and signed, must be in the office two (2) working days before the event date with full payment. Not doing so will delay request. No Exceptions!
12. **In case of emergency while on chapter premises:** First notify the Navajo Nation Police Department at (505) 786-2050, other emergency personnel, then designated chapter personnel. A police incident report must be obtained.
13. If any of the terms and conditions above is not adhered to, the agreement shall be considered breached and the requestor will not be eligible for approval of chapter facility rental in the future.

I have read and fully understand the agreement as outlined by the terms and conditions on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_ a.m./p.m.

Fees for Chapter Usage must be made by Money Order and shall be made payable to Becenti Chapter.	
Total Fees Due: _____	Money Order Number: _____

\_\_\_\_\_  
Requestor's Signature                      Date                      Approval of Chapter Administration      Date

Chapter Facility Usage Agreement is official only when the approved copy of the agreement and all relevant copies of attachments are returned to the requestor.

cc:            Chapter Files  
               Requestor