

Rock Point Chapter
P.O. Box 190
Rock Point, AZ 86545
(928) 659-4350/ 4351
Fax: 928-659-4356



Office Use Only for Endorsement

Chapter House Facility Rental Form

Name: _____
Address: _____

Contact Number: _____

Today's Date: _____
Date of Usage: _____
Time of Usage: _____
of People: _____

Type of Event:

- | | | |
|---|--|--|
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Funeral Reception | <input type="checkbox"/> Training/ Classes |
| <input type="checkbox"/> Birthday Party | <input type="checkbox"/> Food Sale | <input type="checkbox"/> Fundraising Event |
| <input type="checkbox"/> Graduation Reception | <input type="checkbox"/> Bingo | <input type="checkbox"/> Other: _____ |

Number of Tables Requesting: _____ \$5 Per Table Plus Tax **TOTAL PAID:** \$ _____

Are you registered with Rock Point Chapter? YES NO

Rock Point Chapter Facility Usage Requirements:

1. Security Deposit of \$25 will be made in 48 hours advance; rental fee will be waived for meetings & trainings.
2. Sponsor is responsible for clean up immediately after event ends. Take trash with you.
3. Absolutely NO alcohol beverages or drugs will be allowed in accordance with the Navajo Nation Laws.
4. Any Damages to Property will be billed to the Sponsor.
5. Failure to clean any parts of the chapter, security deposit will be deducted.
6. Sponsor is responsible for supervising children; especially outside of chapter house.
7. Please inform us when you would like to open the chapter; any time after 9am on the day of the event.
8. Sponsor is responsible for meeting with chapter staff to open chapter house; if no one is available, doors will be closed.

THE ROCK POINT CHAPTER WILL NOT BE RESPONSIBLE FOR ANY INJURIES, LOST, STOLEN OR DAMAGED ITEMS WITHIN THE FACILITY OF THE ROCK POINT CHAPTER GROUNDS.

By Signing below I am responsible for the Rock Point Chapter Facility and the liability for any damages occurring during facility use.

Signature of Sponsor

Signature Approval of Chapter Administration

Chapter Administration Use Only

Security Deposit	\$25.00
Rental Fees:	\$50.00
5% NN Sales Tax:	\$2.50
TOTAL AMOUNT:	\$77.50

(Total Amount Due Prior to Event)

Cash Receipt # _____
 Cash _____
 Money Order # _____

\$25 Returned on: _____
Initial: _____