

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:

- | | | |
|---|--|--|
| ☐ Meeting | ☐ Funeral Gathering | ☐ Training/ Classes |
| ☐ Birthday Party | ☐ Food Sale | ☐ Political Event/ Campaign Rally- \$200.00 |
| ☐ Graduation Reception | ☐ Bingo | ☐ Other: _____ |

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

Are you registered with Rock Point Chapter? ☐ YES ☐ NO

Rock Point Chapter Facility Usage Requirements:

1. Full payment of \$159.00 has to be made in full before event.
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 pay for all rental of tables and request for more chairs in advance, not during the event.
8. Sponsor is responsible for meeting with chapter staff to open chapter house; if no one is available, doors will be closed.
9. Any Community Members that are wanting to use the chapter for Funeral Gathering are a First Priority and any scheduled events are to be rescheduled, or canceled, Full Refund will be available, but will be refunded through check.

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 \$50.00
Rental Fees: \$100.00
6% NN Sales Tax: \$9.00
TOTAL AMOUNT: \$159.00

(Total Amount Due Prior to Event)

Political Event/ Campaign Rally- \$200.00

Cash Receipt # _____

☐ Cash _____

☐ Money Order # _____

\$50 Returned on (Date): _____

Renter's Initial: _____ / _____