*“Where Two Rivers Meet”*

**Hall Rental Agreement**

The Native Village of Kluti-Kaah (NVKK) is happy to provide the Kluti-Kaah Memorial Hall for your use. This agreement is meant to define the terms of use and we ask that you and your entity respect our property as you would want your own property to be treated. The additional costs of repair and cleaning will force us to raise our prices, which affects everyone, so please leave the space clean and ready for the next user. In the event of a Tribal Members passing, the NVKK reserves the right to cancel this agreement at no charge to the renter in order to accommodate the family of the deceased. Tsin’aen!

Please Read the following and sign for Acknowledgement:

Renter agrees to…

* Not to remove any items from the walls, bulletin boards, kitchen, or facility.
* Remove all materials and decorations from the walls and ceiling applied by renter.
* To not put any nails into the walls.
* Supervise children and teen activities at all times.
* Take responsibility for any damages caused by minors at the activity.
* Keep the building and equipment in its present condition.
* Pay the NVKK the cost of repair or replacement of the building or equipment that is damaged, stolen, or destroyed during use of this agreement.
* No use of alcoholic beverages or illegal drugs on the NVKK property. understand that disregard to this rule will result in immediate shut down of activities, and the removal of all persons from the premises and prevention of the hall use in the future
* Notify the NVKK office 24 hours in advance for cancellation needs. I agree to pay all applicable fees agreed to in this contract if 24 hours’ notice of cancellation is not provided.
* Make a 250.00 refundable deposit to ensure the space is left clean and keys are returned within 24 hours of the event.

Failure to comply with these terms will result in the inability to use the hall in the future. The NVKK reserves the right to pursue any legal means necessary to collect payment for any damages.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Time | Event | Fee | Total Cost |
|   |   | Full Day X \_\_\_\_\_\_\_\_\_\_\_\_ days | $200.00 | $     .      |
|   |   | Half Day X \_\_\_\_\_\_\_\_\_\_\_\_ days | $100.00 | $     .      |
|   |   | Hourly X \_\_\_\_\_\_\_\_\_\_\_\_\_ hours | $75.00 | $     .      |
|   |   | Kitchen X \_\_\_\_\_\_\_\_\_\_\_\_ days | $100.00 | $     .      |
|   |   | Annual Meeting | $1,000.00 | $     .      |
|   |   | Other | Contact NVKK | $     .      |
| **Total With Required $250.00 Refundable Cleaning Deposit** | $     .      |
| Organization |   |   |  Phone: |   |
| Name of event |   |   |   |   |

By my signature I agree to the terms stated in this document. I also agree to pay the fee noted above.

                                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      /     /

(Organization/Responsible Person Name & Title) Signature Date

                                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      /     /

(Native Village of Kluti-Kaah Representative & Title) Signature Date

Hall Rental Cleaning/Key Return Agreement

Renter agrees to perform a full clean-up of the hall and return the key(s) within 24 hours after the event or forfeit the $250.00 required deposit.

Hall Cleaning:

[ ]  Sweep and mop floors-including hall, kitchen, and bathrooms

[ ]  Wash, wipe clean, and/or put away areas and items used

[ ]  Wipe clean and put away all chairs and tables

[ ]  Clean bathroom toilets, sinks, countertops, and mirrors

[ ]  Remove all materials and decorations used for activity from walls and ceilings

[ ]  Empty all trash containers, replace trash bags, and place all trash bags in the dumpsters located outside of the building. **Do not leave trash bags outside The Doors of the Hall.**

[ ]  Pickup any trash left outside of the building by activity participants and place in dumpster.

[ ]  Remove all perishable food or food items with open containers **DO NOT Leave in Refrigerator/Freezer.**

[ ]  Check all doors and windows to make sure they are shut and locked.

Key Return (if applicable) Key must be returned within 24 hours after event.

[ ]  # of Keys Issued       [ ]  No Keys Issued

If Key(s Issued: Date:      /     /      To \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Organization/Responsible Person)

Key(s) Returned: Date:      /     /\_\_\_\_\_\_\_\_ To                  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (NVKK Representative)

Deposit Refundable: [ ]  Yes [ ]  No

[ ]  Deposit Refunded Via Check Number:                 & Date Issued:      /     /

[ ]  Deposit Retained for the Following Reason(s):

By my signature I agree to the terms stated in this Hall Rental Cleaning/Key Return Agreement.

                                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      /     /

(Organization/Responsible Person Name & Title) Signature Date

                                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      /     /

(NVKK Representative and Title) Signature Date