

**Pinedale Chapter  
Administrative Policies  
Chapter Facility Usage Policies & Procedure**

**I. Statement**

- a. Pinedale Chapter is the people’s house, a center for community events, gatherings and emergency shelter. It shall be available when the community needs a safe place to gather during extreme emergencies.
- b. Pinedale Chapter and non-Pinedale Chapter organizations, groups and individuals may wish to use Pinedale Chapter to conduct activities and meetings for the community and general public.

**II. Policy**

- a. All individual(s), group(s) and organization(s) shall request to utilize the facility by utilizing the Pinedale Chapter House Facility Rental Agreement form (Exhibit “D”) or Pinedale Chapter Facility Rental Agreement – Funeral Gathering/Reception Form (Exhibit “D.1”).
- b. If individual(s) or group(s) request to utilize the Meeting hall and/or kitchen facility to sell food or other items, either on behalf of the Pinedale Chapter or privately, the Pinedale Chapter Community Services Coordinator shall approve these request(s) on a Pinedale Chapter House Facility Usage form (Exhibit “A”). No person shall handle food to be prepared for consumption by the public without a valid food handler’s permit, a copy of which shall be filed with the Pinedale Chapter Administration.
- c. Pinedale Chapter will not assume any responsibility for loss or theft of any valuables of the Lessees or their invitees, nor for any liability or damages whatsoever caused by the Lessee’s negligence or failure to comply with any applicable Pinedale Chapter policies or Navajo Nation law. Any liability of Pinedale Chapter or the Navajo Nation shall be strictly limited to those damages available under the Navajo Sovereignty Immunity Act, 1 N.N.C. Section 551 et seq.
- d. The Lessee is responsible for making sure that all Pinedale Chapter property remains on the premises and that the area is clean before leaving. It will be the Lessee’s responsibility to pay for any damaged property, and if the Pinedale Chapter House is not cleaned, the Lessee will forfeit the deposit and jeopardize future utilization of the Pinedale Chapter house facilities. The Pinedale Chapter Community Services Coordinator shall be

responsible for making that determination depending on the circumstances and/or damage(s) done.

- e. The Lessee shall abide by the maximum number of occupancy established for the facility.
- f. The Pinedale Chapter Community Services Coordinator shall be the sole authority to approve any waiver of fees, based on proper documentation and policies for waiver of fees established by the Pinedale Chapter membership.
- g. The Pinedale Chapter Community Services Coordinator and/or Pinedale Chapter Officials shall reserve the right to refuse any individual(s) the usage of the Pinedale Chapter facility if the individual(s) is/are behaving unprofessionally and using vulgar language or profanity.
- h. Facility Usage for any political functions shall be subject to all applicable fees and deposits with no refunds.
- i. In the event of a community emergency or a community loss, any event that had been paid for will be cancelled. The Pinedale Chapter Administrative Assistant shall get a hold of the lessee and inform him/her of the event cancellation and make proper arrangements for to a refund or re-schedule.
- j. All events are subject to a pre-event inspection and after event inspection, the Chapter staff/official who will be opening the facility will utilize the Pinedale Chapter Facility Usage Cleaning Check off list (Exhibit "D.2").
- k. Facility fee for the Pinedale Chapter are as follow: Fee does not include required 5% Navajo Nation Sales tax.
  - a. Meeting room                      \$30.00
  - b. Kitchen                              \$8.00
  - c. Table & Chairs                      \$10.00
  - d. P.A. System                         \$10.00
  - e. Parking lot                          \$10.00
- l. In the event of a request for facility fee waiver, the lessee shall submit a formal letter to the Pinedale Chapter Community Services Coordinator for consideration. The following waiver shall be eligible:
  - a. Event with no fundraising that will benefit the community as a whole.
  - b. Event with fundraising that will benefit the community and/or people.
  - c. Any formal/informal meeting, conference and work shop for the community, officials and Administration.
  - d. Funeral gathering and reception

### **III. Procedures**

- a. Potential Lessees shall contact the Pinedale Chapter Administration at least ten (10) business days in advance to apply for Chapter usage. The Administrative Assistant shall provide the Pinedale Chapter facilities usage agreement form and explain the conditions and requirements.
- b. The Administrative Assistant shall prepare all documents and forward to the Pinedale Chapter Community Services Coordinator for consideration.
- c. The Pinedale Chapter Community Services Coordinator shall review all the documents for completeness and either approve or disapprove the request. If denied, the Pinedale Chapter Community Services Coordinator shall provide justification for the denial upon request.
- d. The Pinedale Chapter Community Services Coordinator shall return all documents to the Administrative Assistant who shall notify the potential Lessee.
- e. The Administrative Assistant shall record and file all documents into the appropriate ledgers and filing system.
- f. The Cash Receipt Control policy and procedures shall apply for proper reporting and recording pursuant to Fiscal Section VII, (B) (2) of the Pinedale Chapter Fiscal Policy and Procedures Manual
- g. The Pinedale Community Services Coordinator shall have the sole authority to approve any waivers of fees, based on appropriate documentation and policies established by the Pinedale Chapter membership.
- h. The Community Services Coordinator shall keep the chapter officials apprised of all actions and decisions made according to Facility usage.