



Saginaw Chippewa Indian Tribe
Recreation Department
Eagles Nest

Tribal Operations Eagles Nest Gym
 7070 E. Broadway, Mount Pleasant MI, 48858



Facility Request & Rental Form

This form is to be filled out by Tribal departments, programs, or groups for the use of the gymnasium, kitchen and youth recreation rooms. All requests are to be made using this form. A copy will then be returned to you indicating approval or denial with confirmation.

Eagles Nest Community Facility Rates

Advance Payment Required

\$100.00 Deposit Required for all Reservations Except for Inter-Department Request

Summer

M-F: 8am-5pm

School Year

M-Thu: After 5pm or Fri: 8am-3pm & After 5pm

ROOM / SPACE	Standard Rate	Non-Profit / SCIT Tribal Member or Employee	Inter-Department Request	Funeral \$200.00 Flat Rate	After Hours Hourly Minimum *Limited Availability
Tribal Gym	\$35.00/Hr.	\$25.00/Hr.	Free	\$200.00 Flat Rate	4 Hr.
Kitchen	\$40.00/Hr.	\$20.00/Hr.	Free	\$200.00 Flat Rate	4 Hr.
BOTH Gym/Kitchen	\$50.00/Hr.	\$35.00 /Hr.	Free	\$200.00 Flat Rate	4 Hr.
Recreation Room 1 (Teen Lounge)	\$20.00/Hr.	\$15.00 /Hr. <i>*Limited Availability</i>	Free	\$200.00 Flat Rate <i>*Limited Availability</i>	4 Hr.
Recreation Room 2 (Youth Lounge)	\$20.00/Hr.	\$15.00 /Hr. <i>*Limited Availability</i>	Free	\$200.00 Flat Rate <i>*Limited Availability</i>	4 Hr.
Eagle's Nest (Entire)	\$75.00/Hr.	\$50.00/Hr.	Free	\$200.00 Flat Rate <i>*Limited Availability</i>	4 Hr.

All Facility Requests must reflect the positive nature and community spirit the Tribe represents. The gym and or kitchen, (facility) will be you or your program's responsibility.

NOTICE for Inter-Department Request: Personal fundraising efforts by groups or individuals for political or legal reasons are prohibited.

Name of Event:

Date of Event:

Location of Event:

Start Time:

End Time:

Requestor Representative

Date:

Contact Name:

Phone:

Department or Business:

Full address:

Email address:

Group Type (please check one)

Standard

Non Profit / SCIT Tribal Member or Employee

Inter-Department Request

Funeral

Set-up, tear-down and cleaning of the facility are your responsibility. Please make arrangements for these tasks. If you have any questions, please call the **Recreation Manager at 775-4149** or Email Recreation@sagchip.org

Eagles Nest
Facility Request & Rental Form

Tables and Chairs Rental Renting Responsibilities & Set up Fee:

The Tribal Operation Maintenance will charge for chair and table set up, take down, storage and cleaning for events here in the Tribal Gym (excluding funerals). The Maintenance Department set up and takes down for your event for a flat rate of \$200.00 any time before or after 8:00am-5:00pm. The Table Rental/Set up Fee is in addition to Gym Rental Fees. Primary contact must include request on work order request in advance notice of 2 weeks. Inter-department's may set up and tear down tables and chairs and the fee will be waived.

Tribal Operations Maintenance Request	
If you need assistance from Tribal Operation Building Maintenance fill out request below	
Setup Time:	Tear Down Time:
Number of Tables:	Number of Chairs:
Summary of Request, and Special Instructions:	

CONFIRMATIONS						
Receipt from Accounting for:	Facility Rental	Yes No	Table & Chair Rental	Yes No	Deposit	Yes No
Copy of any Work Order for any Maintenance Request			Yes	No		
Approval of Staffing Request			Yes	No		
Copy of Gym Rental Policies on File			Yes	No		

Primary Contact Signature
Recreation Manger Signature

Request is:	Approved	Denied
Reason/Notes:		

Please allow 2-3 days for approval. Request should be made no later than 2 weeks prior to event. Short notice requests may be denied depending on staffing levels.