

Saginaw Chippewa Youth LEAD Eagle Nest Facility Rental Agreement



The Youth LEAD Eagles Nest Facilities belong to the community and holds the needs of the children close to heart. We ask during your use of this facility that you respect the equipment and rules. All facility requests must reflect the positive nature and community spirit the Tribe represents. **Personal fundraising efforts by groups or individuals for political reasons are prohibited.**

Prior scheduled Youth LEAD and Community Activities take precedent over all other events.

Rental Fee(s)

	Deposit	Non-Returnable Fee
Gym	\$100.00	\$125.00
Kitchen	\$100.00	\$125.00
Both	\$100.00	\$150.00
Funeral Use	\$100.00	\$50.00

Please initial that you have read and understand your responsibilities while utilizing the Saginaw Chippewa Youth LEAD Eagle Nest Facility.

_____ Alcohol use, Drug use and/or Tobacco use is strictly prohibited in this Facility. Under no circumstances will this be tolerated.

_____ The deposit is due when you turn in your application.

_____ The Non-returnable facility fee is due 2 weeks prior to your rental date.

- If the reserving date is less than 2 weeks away from the day you submit your application, you will be required to pay both the deposit and non-refundable fee in full with the submission of your application.

_____ You must bag your trash and take it to the large dumpsters located by Nimkee Fitness. There will be a garbage cart available for you to use for hauling your bagged trash to the large dumpster. You must bring the garbage cart back to where you found it. If you have any grease you will need to take it to the grease trap behind these dumpsters.

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_____ Cleaning supplies will be provided or made available to you for clean-up.

_____ If you fail to clean the facility and we are required to do it, you or your department will be billed associated clean up fees at a rate of \$25.00 per hour, per assigned staff member. Your deposit will go towards this fee, it will not be returned.

_____ Only after the facility has been inspected by a Youth LEAD staff member, will you receive your deposit back.

Gym Usage:

_____ Set-up and Tear-down of the gym is your responsibility. Please make arrangements for these tasks.

- All Tribal Operations Maintenance requests must be done at least two weeks in advance. You can call Tribal Maintenance at (989) 775-4063 for more information regarding table and chair setup. Additional fees may apply.

_____ If you choose to not utilize Tribal Maintenance for set-up and tear-down of tables and chairs, you are responsible for any and all set up and also returning the tables and chairs to the storage shed in an organized manner. The tables must be folded and stacked on the table carts and the chairs must be stacked.

_____ Cleaning of the gym is your responsibility.

Kitchen Usage:

_____ Kitchen users should do a pre-use inspection regarding cleanliness and availability of cleaning supplies, any deficiencies should be reported to a Youth LEAD Staff member.

_____ There will be a very limited selection of kitchen utensils and pots & pans so it is recommended that kitchen users are to provide all their own kitchen items. This includes, but is not limited to: pots & pans, cooking utensils, aprons, hot pads, food handling gloves, spices and necessary consumables; such as table settings.

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_____ Any and all food brought into the Kitchen must be removed upon leaving. DO NOT leave any left overs or condiments. What you bring in must go with you.

_____ DO NOT dump grease down sinks.

_____ Every item on the cleaning check list must be done before you leave. A posted copy will be available to you on the kitchen cork board.

- Wash all surfaces used or dirtied.
- Sweep entire area and under things.
- Mop entire floor.
- Trash must be bagged and taken to the large dumpsters.
- Wash all utensils and cookware that you have used, do not leave on sink, and put them back where you found them.
- Clean drains in all sinks and wash down sinks.
- Remove stove top burner grates and stove plates and wash thoroughly. All grease must be removed, wash inside oven, remove grease pull trays and dump in the grease trap behind the large dumpsters. Wash side of stove and surrounding areas.
- Wash inside of microwave oven.
- Unplug and turn off any appliances, heaters, warmers, etc.

The Gym and/or Kitchen will be your responsibility. It is your job to make sure that the above terms of the facility usage are met in full. This rental agreement must be accompanied with the Facility Rental Application at the time of submission. Requests will be approved by a Youth LEAD Manager on a first come first serve basis. A copy of your application and rental agreement will then be sent to you indicating approval or denial at the department's discretion.

I have read and agree to all above terms of this agreement,

Signature of Responsible Party

Date