



Saginaw Chippewa Indian Tribe
Recreation Department
Eagles Nest Gym



Tribal Operations
7070 E. Broadway Mount Pleasant MI, 48858

Rental Policies – Approved on 02/13/2017

POLICY FOR RENTAL AND BOOKINGS WITH EAGLES NEST GYM

[PLEASE SIGN AND RETURN TO RECREATION DEPARTMENT PRIOR TO YOUR SCHEDULED EVENT]

The Eagles Nest Gym is a site for any special event. You and your guests can enjoy a day or evening in an affordable facility. Our square footage for the gym is 5,135 Sq. Ft. not counting the stage, bathrooms, kitchen and recreational rooms.

Let us earn your trust, with the assistance from our staff, that your banquet, meeting, or event is the best it can be. We encourage event planning which ensures that details are carefully considered in the early stages of planning. It is our goal that each and every guest has the best experience possible at our facility in an affordable location.

While you consider having your event here in the Saginaw Chippewa Indian Tribes Community Facility, we have some rules that you may not experience at other rental facilities. We ask that all Clients with a confirmed reservation agree to the laws, rules, and policies applicable to the Eagle's Nest Tribal Gym and the Saginaw Chippewa Indian Tribe of Michigan so that everyone may enjoy our Community facility.

Primary Contact

The Recreation Department requires that the Client (Tribal Department, Business, Organization, or Group) identify a primary contact for the event. This person will be the single contact person designated to represent the renting party in all matters regarding event arrangements and payments. Changes to any aspect of the event will only be made at the request of the designated primary contact indicated on the reservation.

Reservations/Cancellations

Reservations for a booking/event/birthday party should be made at least two (2) weeks prior to the scheduled event date. There is a four (4) hour minimum booking during non-business hours. Hourly rental needs are determined by the first person onsite to the last person. (If requested - we allow guests to set up 1 hr. prior; otherwise, set up and tear down times are included in the booking.) Please note all audio visual (AV) rental prices are in addition to a room booking. The room rental cancellation and damage policies also apply to all AV onsite daily rentals. All requests are to be made using Facility Request and Rental form. A copy will then be returned to you indicating approval or denial with confirmation.

During-business hours & after-hours room reservations- Changes may be made up to 48 hours prior to the event time without penalty. The Client will be charged the full amount noted on the original confirmation for cancellations made by the Client within 24 hours of the booking. School group's cancellations due to inclement weather are the only exceptions to room cancellations without penalty and may be reschedule determined by availability.

Catering reservations must be made on your own. Currently there is no Catering Services available through the Recreation Department. The primary contact must notify the recreation department of any outside catering reservations in advance. The Group will not make any reservations in the Name of the Saginaw Chippewa Indian Tribe or the Recreation Department, unless it is Interdepartmental use.

AV Equipment and Recreation Equipment request should be made at least two (2) weeks prior to the scheduled event date. There is a flat AV Equipment rental rate with an additional deposit, and this is based on approval from the Recreation Manager. See attached Facility Request & Rental Form for additional information.

Special Cases Reservations

There are a couple exceptions to the Recreation Department standard bookings reservations price structures. Please review the list below for the following exceptions. If a reservation falls under a "special case," the Client or group is still responsible for any damages occurring to the property, room, or equipment.

Funeral Reservations

- **Option A:** = If your family request to use the gym during the afterschool program (3:00P.M.-5:30P.M.) Recreation will surrender all planned activities in the Eagles Nest Tribal Gym's, for a flat rate of \$200.00
- **Option B: (Free, Fee Waived):** If your family request to utilize gym outside of the afterschool program's scheduled times (during school year) the Recreation Department will waive your flat rate fee of \$200.00. No payment will be needed because we are requesting that all Funerals activities end before 3:00 PM or Start after 5:30 PM this includes set up and tear down.

To set reserve during non-business hours please call Tribal Dispatch at 989-775-4700 and request to speak to a Recreation Representative

Inter-Department Request

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. Priority shall be given to Tribal Youth Programs such as: Afterschool Program, Niibing (summer) Program, Tribal Schools Rental (Gym Class/Recess), and etc. as determined by Management. *Normal Cancellation policy applies.

Saginaw Chippewa Tribal Schools Request

The Saginaw Chippewa Academy, Sasiwaans Immersion, Education K-12 Summer Program may request the entire facility to be a closed facility. Upon formal request, the bathrooms attached to the gym will be unavailable to the public, Staff will direct visitors to use the bathrooms north of the Tribal Gym.

- A room fee is not charged to SCIT school groups (K12) or youth organizations who book the facility.
- SCIT School groups may bring in a brown bag lunch – must notify the Recreation Department in advance to guarantee that snack tables are set up.
- SCIT School groups may eat their packed lunches in the rooms/area designated for their group's activities without additional charges.

CONFIRMATIONS:

Final Confirmations will be signed by the Recreation Manager and the Client Primary Contact. In addition the following shall be provided.

- Receipt from Accounting
- Copy of any Work Order for any Maintenance Request
- Approval of staffing request

Cancellations

All cancellation policies pertaining to rental that the customer is responsible for are listed under "Reservations/Cancellations."

In addition to the customer cancellation responsibilities, the Recreation Department, Tribal Administration, and Tribal Council retains the right to cancel any event at any point if the Client fails to comply with the Tribe's established policies and procedures, as well as any laws, ordinances, regulations, and orders of governmental authorities.

In addition, the Recreation Department, Tribal Administration, and Tribal Council reserves the right to cancel any special event in the instance of unforeseeable circumstances such as fire, water damage, Funerals or any other cause beyond the control of the Tribe. In the event of such a circumstance, all payments made by the Client will be completely refunded.

Damages & Choice of Clients

The Recreation Department reserves the right to refuse to rent any or its entire center to any person or group at any time. Organizations, groups, and individuals are expected to leave the Eagle's Nest Gym and its grounds in good order and to abide by all Recreation Departments policies concerning the use of its facilities, which will be inspected before and after use. The Client shall be liable for any wear or damage to the facility, normal wear excepted. Should there be any property loss or damage, the Client will be notified of the replacement and repairs to be made, and the Client shall compensate the Recreation Department for all such costs, with such costs being included as incidental charges in the Final Settlement.

Lost or Damaged Property & Indemnity

The Recreation Department works hard to ensure that events run smoothly, however, it is important to be aware that the Recreation Department does not assume or accept responsibility for damage to or loss of any personal property of the Client, the Client's guests, or the Client's supplier prior to, during, or following an event. The Client agrees to indemnify and hold harmless the Recreation Department and Saginaw Chippewa Indian Tribe of Michigan, their trustees, officers, agents, and employees, against all claims.

Deposits and Fees

The Recreation Department will request a \$100.00 Deposit for all reservations excluding Inter-Department Request. This deposit will go towards damages, excessive clean up, missing kitchen supplies or unpaid Final Settlement. Set-up, tear-down and cleaning of the facility are your responsibility. Please make arrangements for these tasks. Trash must be bagged and placed in roller bin in kitchen or outside kitchen door. Kitchen cleaning checklist must be completed. If you fail to clean the facility and we are required to do it, you and/or your department will be billed associated clean up fees at a rate of \$25 per hour per assigned staff member and/or your deposit will be withheld.

Final Settlement

A final settlement statement may be sent to Client for any incidental charges incurred during the event (rental of additional A/V equipment, additional rental hours, facility damages, etc.) that was not accounted for on the original event contract. The statement will reflect the total charges, last payments received. Final Payment shall be due the day of the booking or 30 days from the invoice statement date.

Alcohol

The Recreation Department is a caretaker and home for many Youth & Family and Community Events. In observing and respecting the special role these activities bring to our community, the Recreation Department & Saginaw Chippewa Indian Tribe does not allow any alcoholic beverages in our facility or on the grounds of our facility. There is no exception to this rule.

Smoking

Smoking is prohibited throughout the Center. Please inform your guests prior to their arrival. Smoking is allowed outdoors in designated smoking areas only where ash receptacles have been provided. Smudging is allowed in designated areas only with prior approval of the Recreation Manager.

Children

Children must be under adult supervision at all times and must remain in the designated rental area.

Decorations, Party Favors, Open Flames

All props and decorations must be free standing. Nothing may be affixed to the walls or floors of the Center using nails, screws, tacks, staples, or any adhesive materials (the only exception being that electrical cords may be taped to the floor where required for safety). Glitter and smoke or bubble effects are not allowed in the Center. Balloons must be tied down and not free floating.

Candles are not permitted in the Center. Additionally, no fireworks, pyrotechnic displays, or cooking is permitted. (cooking in kitchen is acceptable)

Sterno warmers and birthday cake candles are acceptable for use in the Center only in designated areas and shall be supervised by attendants at all times. The Recreation Manager must be notified in advance if candles or sterno warmers will be used. On the facility grounds barbecue pits, fireworks, sparklers, or any open-flame lighting devices that are staked into the ground are prohibited.

Clean-Up

Facility rental includes general trash removal at the end of the event. In the case of excessive trash, a clean-up fee will be added to the Final Settlement. No items may be stored overnight. All leftover decorations and other items will be regarded as trash. Food and drink trash must be collected and removed by the caterer immediately at the close of the event.

Event Set-Up and Take-Down

Set-up for events must take place no earlier than one (1) hour before the event start time unless prior approval has been obtained through the Recreation Manager. Set-up time and tear-down time is added to the hourly rental fee after the one (1) hour set-up cushion. Client assumes responsibility for ensuring that event set-up and take-down does not interfere with the public's safety and enjoyment of the facility during regularly scheduled hours of operation.

Upon Request and Advance Notice, The Recreation Department will set up audio visual equipment prior to the customer's arrival (Subject to Availability & Approval). Linens can be provided upon customer request. There are additional nominal charges for linens: You will be required to tear down and stack tables & chairs if not included in work order request. A fee will be added to the Final Settlement in the event that tables & chairs responsibilities are not complete.

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.

Deliveries

Deliveries to the Center relating to the scheduled event must be made during normal business hours (Monday – Friday, 8am – 6pm) at the designated location on the day of the event only and picked up no later than 24 hours after the event. All deliveries must be ID tagged for the specific event.

Noise

During normal Center hours, it is the responsibility of the Client to maintain a noise level respectful of Eagle's Nest visitors and Tribal Operations Staff.

Staff/Security

The Recreation Department will coordinate with Tribal Operations Maintenance and will have at least one staff member present throughout the duration of all rental events to monitor the event and answer any questions if included on work order request. This is included in the rental price. This is strictly subject to availability and approval from the Recreation Manager and or The Tribal Operations Maintenance Supervisor.

Parking

There are a total of **149** parking spaces available, for which parking is free. Events with over **149** guests must arrange overflow parking with the Recreation Department. Additionally, events with special parking needs such as space for equipment trucks, catering vans, or overnight parking can be accommodated. Special parking needs must be communicated to the Recreation Department no later than two weeks (14 days) prior to the event. During normal Business hours, parking is limited and may have restricted/reserved parking areas.

Use of Saginaw Chippewa Indian Tribe's Name

Use of the Saginaw Chippewa Indian Tribe's name is permitted only to announce the location of the event. The Client may make no claim that the Tribe is sponsoring or hosting the event. Unless approved by Saginaw Chippewa Public Relations Department. *This does not apply to Interdepartmental Use

Sublet/Assignment

The Client may not assign or sublet the facilities to, or allow it to be used by, another party.

I, the undersigned, hereby certify that I have read and fully understand this Policy and that I have full legal authority to sign on behalf of _____.

Print Name/Title

Signature

Date

(Department Use Only)	
Received by: Print Name/Title _____	Filled on ___/___/___
Signature _____	
Date _____	