

## **CASAMERO LAKE CHAPTER USE AND POLICY**

### **KITCHEN USAGE:**

As required by Office of Environmental Health (OEH) all participants handling food must have an updated food handler's card. The renter must provide their own supplies like: dishes, utensils, paper ware, cleaning supplies, coffee pots, etc. The renter cannot use the middle island table as cutting board.

### **RESERVATION / DEPOSIT:**

Casamero Lake Chapter reserves the right to refuse a request. The policy of Casamero Lake Chapter is that all renters who are not part of Navajo Nation Department shall pay chapter usage rental fee. There shall be no discounts and/or waivers except for a donation meeting for deceased of a community member, funeral reception, Veteran's Organization, CLUPC, and Local Senior Council Committee the fee will be waived but chapter usage form still needs to be completed prior to gathering or event. Hosting a country/western dance is strictly prohibit. Renters shall make a full payment or make a deposit at the time of the reservation. The deposits shall be refund minus any expenses for damages, cleaning, extra rental time and other related expenses. All refunds will be made through chapter checks. Failure to make any attempts to pay will result in the denial of future facility booking request and possible litigation. The requestor will need to contact the chapter to make arrangement on when the chapter should be open.

### **PAYMENT TERMS:**

\$53.00 includes NN tax will be due for weekend use on Friday, Saturday, Sunday and holidays. \$31.80 includes NN tax will be due for weekdays from Monday to Thursday. Full payment with security deposit of **\$100.00** is required at the time and date of the reservation. All payment will be in money order payable to Casamero Lake Chapter or cash **ONLY**, no personal check. Any payable in company checks will be approved by chapter manager.

### **CANCELLATION:**

The request may canceled or change up to 48 hours prior to the event to get the entire rental fee refunded in full by chapter check.

### **DECORATIONS:**

Casamero Lake chapter staff must approve any special decoration needs. Only tacks will be used to put up decorations but they must be removed when the event is done. Renter shall NOT use staples, tapes, nails, paint, glitter, confetti, birdseed or sparkles as part of decorations. Absolutely **NO** alcoholic beverage, public intoxication, smell of alcohol or marijuana. Proper authorities will be notified. Smoking of any tobacco, vulgar, and/or cussing language is prohibited in the facility. Renter are prohibited to use any logos, gang signs or other similar signs. All signs needs to be prior approved by Chapter Manager.

### **CLEAN UP:**

All food and beverage debris, decorations supplies and other trash including outside trash must be picked up. All trash must be bagged up and removed from the property by the renter. The facility including the grounds must be left in an orderly condition. Failure to complete with any of these tasks will result in a partial or complete loss of the cleaning deposit. The Casamero Lake administrative staff will perform a walk-through of the premises prior to dismissing the renter. Casamero Lake chapter is not responsible for any items left behind by the renter or guests. All trash cans must be re-lined with a clean bag.

## **INSPECTIONS & LIABILITY:**

Casamero Lake chapter reserves the right to inspect and control all private functions and will not assume liability for:

- a) Any personal property or equipment of renter or the renter's guest or invites brought to the property,  
or
- b) Any injury to renter or renter's guests or invites brought to the property.

USER SHALL PROTECT AND HOLD CASAMERO LAKE CHAPTER HARMLESS FROM ANY AND ALL CLAIMS, ACTIONS, DAMAGES, LIABILITIES, COSTS AND EXPENSES BY ANY PARTY, INCLUDING GUESTS OF RENTER, ARISING OUT OF ANY SUCH EVENT. Accidents must be immediately reported in writing to the Casamero Lake Chapter at the address stated above and in any event within 24 hours. Renter agrees to immediately deliver to the Casamero Lake chapter at the address stated above every process, pleading or paper relating to any claims or proceedings arising out of any accident involving the facility. Renter shall control children within the chapter compound and the stage is off limits. The renter shall not aid any claimant but shall cooperate fully with Casamero Lake chapter in manners connected with any claims or suits.

## **INSURANCE:**

Renter agrees to obtain and maintain throughout the term of the event, insurance of such types and in such amounts as reasonably prudent company would obtain and upon request, agrees to this agreement creates the sole and only agreement of the parties an superseded any prior understanding or written or oral agreements between the parties. No changes, revision or argument of the terms of this agreement shall be binding unless it is writing, dated subsequent to the effective date of this lease, and duly executed by the parties hereto: USER AGREES BY HIS/HER SIGNATURE ON THE FACE HEREOF THAT HE/SHE HAS READ AND IS AWARE OF THE TERMS AND CONDITIONS CONCERNING THE USE OF THE FACILITY AND ACCEPTS FULL RESPONSIBILITY HEREIN.