

Application

Chief David Salmon Tribal Hall

User Name _____

Mailing Address _____

Phone _____

Dates of Use _____

Hours of Use _____

Nature of Event and Attendance _____

Who is Responsible for Minors _____

Who is Responsible for Cleaning _____

THE TRIBAL HALL MUST BE CLEANED IMMEDIATELY AFTER THE EVENT

Your signature is your acknowledgement that you have read, understand, and agree to the Terms and Condition for the use of the Tribal Hall.

Signature of User _____ Date _____

Approved: () Yes () No

Rental Fee \$ _____ Rental Fee Receipt # _____

Cleaning Deposit Receipt # _____ () Cash () Check # _____

TCC Employee
Receiving Payment _____ Date _____

User Receiving
Cleaning Deposit Back _____ Date _____

David Salmon Tribal Hall User Terms and Conditions

1. The David Salmon Tribal Hall (Tribal Hall) was built to provide a facility for traditional Athabascan uses that bring the Native community together. It will be used in a manner that reflects the Athabascan culture and values.
2. Use of the Tribal Hall is for Native individuals, the spouses of Native individuals, the parents of Native children, and organizations for the benefit of the Native community.
3. The Tribal Hall is a drug, alcohol, and tobacco free facility. Individuals and organizations disregarding this policy will be expelled immediately and not allowed to use the Tribal Hall for future events.
4. To use the Tribal Hall, a Tribal Hall application, cleaning deposit, and rental fee (if required) must be submitted to TCC Administration in accordance with these Terms and Conditions. Please contact TCC Administration for the Tribal Hall application.
5. All Tribal Hall events are open to the community. Users may not expel or exclude individuals from the event. TCC Security can expel or exclude individuals if they are being disruptive or breaking the drug, alcohol, and tobacco policy, or these terms and conditions.
 - a. Users may request, in writing and at least 5 days prior to the day of event, that their event be closed to the public. User shall explain, in writing, why the event must be closed and TCC Administration will make a decision within three days of receiving the request.
6. Tribal Hall rates in a 24 hour period are as follows:
 - a. Up to five hours: \$375
 - b. Five to nine hours: \$575
 - c. Nine or more hours: \$875
7. Funerals and memorial services have first priority in the use of the Tribal Hall, even if another event was booked first for the same date and time. No advance notice is required to reserve the Tribal Hall and these events will not be charged a rental fee, but are subject to the cleaning deposit requirement.
8. Hardship fundraisers are very important to the Native community and TCC understands their benefits to the families-in-need. "Hardship" is defined as a death in the Native community, an immediate medical emergency in which the family must travel to Anchorage or Seattle, or a search and recovery effort.
 - a. Hardship fundraisers do not take priority over ("bump") other previously scheduled events and may be canceled or postponed at the discretion of TCC only for funerals and memorial services. TCC will make every effort to accommodate hardship fundraisers if the preferred time and date is not available.

- b. Hardship fundraisers do not require advanced notice in order to reserve the Tribal Hall, will not be charged a rental fee, but are subject to the cleaning deposit requirement.
 - c. It is expected that all proceeds of hardship fundraisers will benefit the families-in-need.
9. All other non-funeral, non-memorial service and non-hardship fundraiser events must be booked at least one (1) week prior to the event. Priority of these events is booked on a “first come, first booked” basis. The rental fee and cleaning deposit must be paid within (3) business days of the scheduled event. These events may be canceled or postponed at the discretion of TCC only for funerals and memorial services.
 10. All non-funeral, non-memorial, and hardship fundraiser Users understand and agree that their event may be vacated or postponed only for funeral and memorial services. TCC strives to ensure these events are not cancelled or postponed. However, in the instance where a funeral or memorial service takes priority over another planned event, User agrees to hold TCC harmless for any and all expenses, fees, costs, and losses, of any nature, that User may suffer as a result of the cancellation or postponement of use of the Tribal Hall.
 11. All events, including funeral and memorial services, may be canceled or postponed in the event of a natural disaster, catastrophic event, act of God, or any other event that requires the Tribal Hall to be used as an emergency shelter, staging area for emergency response, or any other use that Tanana Chiefs Conference deems necessary and appropriate. User agrees to hold TCC harmless for any and all expenses, fees, costs, and losses, of any nature, that User may suffer as a result of the cancellation or postponement of use of the Tribal Hall.
 12. If an event is cancelled, TCC will refund the rental fee and cleaning deposit.
 13. All Users must be over 21 and accept responsibility for the conduct of all persons attending the event. If the User leaves at any time during the event he/she MUST designate responsibility to another adult and inform the TCC Security Guard at 452-8252 ext. 3333.
 14. The User is responsible for any and all damage done to the Tribal Hall, its equipment, or the loss of such equipment. Any damage or breakage must be immediately reported to the TCC Security Guard at 452-8251 ext. 3333.
 15. The User assumes all liability for injury to person(s) or damage to property arising out of their use of the Tribal Hall. The User shall indemnify and hold harmless TCC, its employees, agents, officers, and directors for any claims arising out of an act or omission of any nature whatsoever by User and User’s guests causing damage to any person or property in the use of the Tribal Hall. User shall pay TCC for all damages and costs caused by User’s event.
 16. All fees must be paid prior to the event unless a P.O. has been issued. Credit Cards are not accepted.
 17. The User will be responsible for providing firewood, building fires and preparing the Tribal Hall for occupancy. TCC is not responsible for arranging and preparing the tribal hall for the

User.

18. The Users is responsible for cleaning the Tribal Hall after their event. Cleaning includes, but is not limited to, the following: floors mopped, garbage placed in dumpsters, indoor garbage receptacles washed inside and out, kitchen surfaces cleaned and dried, all equipment cleaned and returned to storage, outside litter picked up and disposed of, and restrooms cleaned. Regardless of whether the Tribal Hall fees were fees waived, all Users remain responsible for cleaning the hall. Failure to clean the hall as described in this section shall result in the loss of the cleaning deposit.
19. An inspection of the Tribal Hall and a "Cleaning Checklist" will be completed by the TCC Security Guard after each event. If User leaves prior to the completion of cleaning, User shall lose the cleaning deposit.
20. Any special equipment, sound systems, microphone, stage, etc., must be requested at least five (5) days prior to the event. The equipment must be "signed out" and "signed in" by TCC Security.
21. The User is not permitted to use the meat room or any TCC equipment in the meat room.
22. Events must end by 11:59 p.m. the day of the event. Requests for extended hours are to be made to TCC Administration.
23. Due to DEC Regulations, User may not charge for food prepared in the Tribal Hall.
24. The Tribal Hall shall not be used as sleeping quarters.
25. Animals, other than service animals, are not allowed in the Tribal Hall.
26. A \$100 Cleaning Deposit is required for all events.

DSTH Cleaning Checklist

The following duties are required by the individual(s) to be conducted after an assigned event(s) is concluded. After completion of duties contact TCC Security at extension 3333 for inspection and signing of inspection checklist.

- Tables and chairs wiped clean and stored properly
- Hall floor swept and damp mopped
- Benches wiped clean
- Scuffmarks removed from logs or benches
- Entry/Exit areas swept inside and out
- Outside ashtrays and trash bins emptied
- ALL Garbage picked up inside and outside of hall
- Garbage cans cleaned inside and out
- Trash removed to nearest dumpster
- ALL Bathroom surfaces cleaned and disinfected
- Bathroom floors swept and mopped
- Kitchen counters scrubbed clean
- Stovetops and ovens cleaned properly
- Kitchen floor scrubbed w/hot water and degreaser
- Food removed from refrigerator and interior cleaned
- Personal cooking/serving pieces removed from hall
- Cleaning supplies put away/stored properly
- ALL windows closed and locked

NOTE: No personal items will be left outside of hall. Personal items will not be allowed to be stored inside of hall, unless authorized by TCC Administration. All personal items left behind could be removed by TCC Security Staff.