

Pyramid Lake Paiute Tribe

Tribal Facility Building Use Policy

PURPOSE

To establish procedures for the use of Pyramid Lake Tribal Facilities and equipment.

SCOPE

This policy and accompanying procedures will apply to all individual and organizations requesting the use of Pyramid Lake Paiute Tribal Facilities or equipment.

PROCEDURES

Applicants are required to complete a "Facility/Equipment Use Agreement" form.

Dates for approval shall be on a first come first serve basis, except for memorial services which are priority over all requests. Applicants can coordinate with the Executive Office or designee on available dates prior to submission of the agreement form.

Forms will be available in the front lobby of the Administration Building and on the Tribe's website.

Applications for building or equipment **MUST** be completed and submitted no less than five (5) working days prior to the event or function.

Deposits and fees **MUST** be paid in full to the Finance Office no less than five (5) working days prior to the event or function.

The Pyramid Lake Paiute Tribe reserves the right to deny use of any tribal facility or equipment to any individual or group.

All rules for facilities **MUST** be followed.

All clean-up is the responsibility of the applicant.

All balloons **MUST** be removed.

All trash **MUST** be tied, bagged, and **removed** from the premises.

Applicant is responsible to ensure all doors and windows are closed and locked before leaving the premises.

Balloons not removed will incur a \$20 charge, balloons caught in fans will forfeit deposit. Trash not removed from premises will forfeit deposit. If the facility is damaged or not cleaned to pre-event status, deposit will be forfeited.

FACILITY/EQUIPMENT USE AGREEMENT PROCESS

1. Facility/Equipment Use Agreement is submitted to the Executive Office or designee who will date stamp the form and determine if any exemptions apply (see eligibility requirements in Exemptions). The Executive Office will make two (2) copies and retain the original.

2. **Nixon Gym Requests Only.** Facility/Equipment Use Agreement is submitted to the Tribal Recreation Coordinator or designee who will date stamp the form and determine if any exemptions apply. The Tribal Recreation Coordinator will make two (2) copies and retain the original.

3. **Fee Description. Deposits** are for cleaning, damages, and non-removal of trash. Deposits are refundable. Deposits should be paid by check, money order or cash. Deposits using this option are held in-house until refunded. Deposits paid by debit or with credit card may take up to 10 days to refund for check request processing. **Usage Fees are non-refundable.** Usage Fees may be paid by check, money order, cash, debit, or credit card.

4. A copy of the Facility/Equipment Use Agreement is turned into Finance with payment of deposit and usage fee. A copy of the payment receipt is attached to agreement and the receipt is mailed to applicant.

5. A copy of the Facility/Equipment Use Agreement is turned into the Facility Maintenance, who schedules a pre-event facility/equipment inspection with the applicant. Once the pre-event inspection is completed, the applicant signs the inspection form, and a building key is issued.

7. After the event, Facility Maintenance and applicant perform a post-event inspection and sign the inspection form and the applicant returns the building key.

8. Facility Maintenance makes a copy for Finance and returns the original signed post-event inspection form to the Executive Office (or designee), or Tribal Recreation Coordinator who closes out the agreement.

9. The applicant may return to finance to receive their deposit.

EXEMPTIONS

Pyramid Lake Tribal Programs and Departments are exempt from deposits and usage fees.

Memorial Services are exempt from deposit and usage fees.

Elders are exempt from Usage Fees. *Requests must be for the elder and/or the elder must personally submit the Facility/Equipment Use Agreement for this exemption. Deposits are not waived.*

Charitable, non-profit, and religious organizations require special use permission through the Executive Team and/or Chairperson.

Tribal Youth Groups are exempt from Usage Fees for all buildings with exception of the gym for fundraising purposes. *Deposits are not waived.*

Delivery Fee will be waived if applicant picks-up and returns tables and chairs.

RESTRICTIONS

Use of alcohol is **STRICTLY PROHIBITED** anywhere inside the facilities or around the premises. Possible civil charges will apply with any fine imposed.

Use of illegal drugs is **STRICTLY PROHIBITED** anywhere inside the facilities or around the premises. Charges will apply.

No Smoking allowed in all tribal buildings. Includes all types of tobacco products/devices. (E-cigarettes, vaping, cigars, and chew tobacco)

Used cooking oil will be packaged and removed. DO NOT dump on the premises.

Animals are not allowed inside tribal buildings, except those trained to assist the disabled.

Activities involving minors must have appropriate supervision by applicant or designated adult.

Temporary signs or decorations may be affixed to walls with tape ONLY and MUST be removed immediately after event.

Use of nails, thumbtacks, or staples not allowed.

Building usage times will not extend beyond 8 p.m.

VIOLATIONS OF THESE POLICIES MAY RESULT IN SUSPENSION OF BUILDING OR EQUIPMENT USE PRIVILEGES AND/OR REFUND OF DEPOSIT.

DEPOSIT AND USAGE FEES

FACILITY	DEPOSIT	USAGE FEE
Nixon Gym.....	\$150.....	\$100/day
Nixon Gym Parking Lot.....	\$150.....	\$50/day
Wadsworth New Community Building.....	\$150.....	\$100
Wadsworth New Community Bldg Parking Lot.....	\$150.....	\$50/day
Wadsworth Brown Community Building.....	\$150.....	\$100
Sutcliffe Community Building.....	\$150.....	\$100
Sutcliffe Community Bldg Parking Lot.....	\$150.....	\$50/day
Tables and Chairs.....	\$150.....	\$20 (Delivery Fee)

COPY TO:
 FACILITY MAINTENANCE _____
 FINANCE _____

PYRAMID LAKE PAIUTE TRIBE
FACILITY/EQUIPMENT USE AGREEMENT

Renter's Name _____ Phone _____

Address _____ Est. Group Size: _____

Event _____ Date(s) _____ Time(s) _____
(Usage times will not extend beyond 8:00 p.m.)

In the case of a conflict with another event do you have alternative dates? Date(s) _____ Time(s) _____

Other Individuals Responsible: Name _____ Phone _____

Request Exemption of Facility Use Fees: Yes _____ No _____ Exemptions: Elders, Tribal Youth Groups/Funerals/Tribal/Department Events

Reason for Exemption: _____

FACILITY REQUEST: (CIRCLE)

- Wadsworth Brown Bldg. Wadsworth Community Center Sutcliffe Community Ctr Nixon Gym
 Tribal Chambers Tribal Kitchen Nixon Gym Parking Lot
 Wadsworth Community Center Parking Lot

EQUIPMENT REQUEST:

No. Tables _____ No. Chairs _____ Other: _____

Pick-up _____ Delivery _____ Location _____

_____ I will be held responsible for any damages to the building, equipment, tables and/or chairs that I have requested.

_____ I understand I am responsible for the payment of the deposit fee (refundable). The deposit will include any clean- up costs necessary and/or damages to the building or equipment. This includes \$20 fee for non-trash removal.

_____ In the event damage occurs, it shall be reported immediately to the PLPT, the nature of damage will be determined and I may be responsible in case of negligent operation. I shall return equipment in the same condition as it was released for my use.

Print Name _____ Signature _____ Date _____

OFFICE USE ONLY

Conflicting Events: Yes ___ No ___ Date Applicant Notified: _____ Phone ___ Email ___ Notified by: _____

FACILITY	Deposit	Paid	Receipt No.	Deposit Return	Usage Fee	paid	Receipt No.	Key Issued	Key Returned
Nixon Gym	\$150				\$100/day				
Nixon Gym Parking Lot	\$150				\$50/day				
Wads New Bldg	\$150				\$100				
Wads New Bldg Parking Lot	\$150				\$50/day				
Wads Brown Bldg	\$150				\$100				
Sutcliffe Building	\$150				\$100				
Sutcliffe Bldg Parking Lot	\$150				\$50/day				
Table & Chairs	\$150				\$20 Delivery				

(Deposit returned upon successful post inspection per policy)

Print Name _____ Signature _____ Date _____