

**Tolikan Chapter**  
**Chapter House/Office Space Usage Form**

Date of Request: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- ( ) Political (\$75 per day)    ( ) Committee (\$20 per day)    ( ) School (\$20 per day)  
( ) Church (\$20 per day)    ( ) Other: \_\_\_\_\_ (\$20 per day)  
( ) Funding Raising (\$20 per day)    ( ) Programs: TANF/AA/ETC. (\$20.00 per day)  
( ) Family Event (\$20 per day)

- A deposit of refundable amount of \$50.00 in money order is required for cleaning.
- Additional fees apply for table, chairs, and equipment. (Ask for Equipment Rental Form)

WHEN WILL THE CHAPTER/OFFICE SPACE BE USED?

Date: \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_ EXPECTED # OF PEOPLE: \_\_\_\_\_

Name of person responsible for Chapter House/Office Space Usage: \_\_\_\_\_

BRIEFLY DESCRIBE THE EVENT: \_\_\_\_\_

PLEASE LIST NAMES OF PEOPLE WHO WILL SET UP AND CLEAN UP FOR AND  
AFTER THE ACTIVITY/MEETING/ ETC.:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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**AGREEMENT**

I, \_\_\_\_\_, the requestor, will be responsible for any facility/equipment damages, if any should occur while my party is occupying the Tolikan Chapter House/Office Space. Tolikan Chapter is not responsible for any injury and theft of property. It is a drug and alcohol free event.

**Must comply with Chapter Property Policies: XI. C. UTILIZATION OF THE CHAPTER HOUSE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

YOUR REQUEST HAS BEEN:    ( ) APPROVED    ( ) DENIED

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Chapter Manager/Admin Assist./Chapter Official

Comments: Please post during time of event.

# TOLIKAN CHAPTER HOUSE USAGE FOR MEETINGS

## Plan of Operation

### **Priority 1 Chapter:**

- a. Chapter Planning Meeting
- b. Chapter Regular Meeting
- c. Administrative/Budget Meeting/Chapter Functions/Departments: Senior Center, Head Start, CHR
- d. Staff Meeting: 1. Administration, 2. Local Senior Council, 3. Local Parent Committee
- e. Chapter/Grazing Agency Committee Meetings
- f. Standing Committees: 1. Development, 2. Veterans Committee, 3. Ranchers Committee, 4. Cold War Committee
- g. Emergency Meeting and Declarations
- h. Emergency Command Center

### **Priority 2 Other Governmental Entities:**

- a. Other Tribal Programs/Departments
- b. County Officials
- c. State Officials
- d. Schools
- e. Other governmental entities:

### **Priority 3 Local:**

- a. Graduations Receptions
- b. Family Reunions
- c. Religious Groups
- d. Fund Raising Groups
- e. Funeral Arrangements
- f. Family Meetings

### **Priority 4 Political Meetings:**

- a. Navajo Nation
- b. State
- c. County
- d. Chapter

### **OTHERS:**

- a. Shelter
- b. Holistic Functions

### **DISALLOWED:**

- |                     |                        |
|---------------------|------------------------|
| a. Funeral Services | d. Revivals            |
| b. Weddings         | f. Halloween Carnivals |
| c. Cult Activities  |                        |

**REQUIREMENTS:**

- a. Use the Chapter House facility for charitable and non-charitable purposes.
- b. Request for building usage 10 days in advance.
- c. Such groups and organizations shall be required to obtain short-term liability insurance prior to utilizing the facility, which can be obtained from the Navajo Nation Risk Management Department.
- d. No person shall handle food to be prepared for consumption by the public without a valid food handler's permit, copy shall be filed with chapter administration.
- e. The Chapter shall not assume any responsibility for loss or theft of any valuables of less or their invitees, nor for any liability or damages whatsoever caused by the lessee negligence or failure to comply with the applicable standards of care for activities

**Navajo Nation Risk Management**  
**Phone Number: (928)871-6335**  
**Fax Number: (928)871-6087**  
**Email: [lucyslim@navajo-nsn.gov](mailto:lucyslim@navajo-nsn.gov)**  
**Written Statement Attn: Charmaine**

**TOLIKAN CHAPTER HOUSE USAGE  
FOR  
FUND RAISERS WITHIN CHAPTER COMPLEX  
Plan of Operation – Fund Raising and Activities**

1. TYPES OF ACTIVITIES

- a. Song and Dance
- b. Shoe Game
- c. Country Western Dance
- d. Movies
- e. Holiday Parties
- f. Flea Market
- g. Health and Physical Activities
- h. Bingo
- i. Cake Walk

2. FOOD SALES (Food Handlers Permits Required)

- a. Chapter
- b. Senior Citizen Center
- c. Head Start Center
- d. Standing Committees
- e. Individual
- f. Other Organizations
- g. Catering
- h. Cake Walks

3. FUNDS REPORT

- a. Committees and departments fund raising must report balance to Chapters Administration and turn funds in for deposit.
- b. Fund Raising funds must have itemized budget: i.e., meals, supplies, promotional items.

**TOLIKAN CHAPTER HOUSE USAGE FOR MEETINGS**

**Plan of Operation**