

REDWOOD VALLEY LITTLE RIVER BAND OF POMO INDIANS

Redwood Valley Rancheria/Reservation
Application for Use of Tribal Facilities

Name of Person: _____ Date: ____/____/____

Organization: _____

Mailing Address: _____

Telephone Number: (____)____-____

Name/Type of Activity: _____ Estimated Attendance: _____

Date(s) needed: _____

Time of event: _____ AM / PM to _____ AM / PM

RELEASE OF LIABILITY AND INDEMNIFICATION: In consideration and as a condition of use of the above stated facility, Applicant and/or Organization hereby agrees to assume and take all risks arising out of or incident to the use of said facility, and expressly waives any claim that the Applicant and/or Organization may otherwise have against the Redwood Valley Rancheria based on the use of.

Arrangements for the keys for Building B must be made at least two days prior to the event and may be picked up at the Tribal Office before 4:30 PM on the day prior to the event. Building B shall be unlocked **ONLY** during your event. Keys must be returned the following business day. All tables and chairs must be put away and all areas used shall be cleaned before you lock-up the building. Trash must be removed from the building and disposed of in the specified dumpster. The Redwood Valley Rancheria/Reservation is not responsible for any lost/stolen articles left on premises.

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I agree and understand all of the above conditions for the use of Redwood Valley Rancheria/Reservation Building B. I also agree to the attached rules of conduct. If any damage or lack of cleaning occurs, you will be charged for the cost of damage and extra cleaning.

Signature: _____ Date: _____

FOR OFFICAL USE ONLY: DO NOT WRITE BELOW THIS LINE UNTIL INSTRUCTED

Payment must be submitted to the RVR Fiscal Department before the request can be approved.

Cost of Building Use: \$150.00, plus a \$100.00 refundable cleaning deposit, payable prior to use. Cleaning deposit will be refunded after inspection of the facility. Non-payment will result in future use denial.

Approved by: _____ Date approved: _____

Date key signed out: _____ Date key signed in: _____

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Available for use:

- Tables and chairs.
- Podium with microphone.
- Flip chart easel – you must provide your own charts and markers.
- Large coffee pot – you must supply coffee, creamer, etc.

Redwood Valley Mandatory Requirements:

- All Events must be pre-authorized.
- All Events Must be Alcohol & Drug Free.
- No Smoking in the building or within 100 yards of the building.
- Redwood Valley has the right to refuse services to any applicant.
- Redwood Valley has the right to cancel and or dismiss any activity in progress based upon poor behavior; being under the influence of drugs/alcohol or creating a liability.
- Redwood Valley Rancheria has the right to remove any person(s) from an event for exhibiting poor behavior.
- Responsible parties are responsible for set-up/clean-up; this includes any debris in outside areas and restrooms.
- No usage of pushpins, staples, or nails on any wall areas, etc. (Tape is permitted).
- No items may be hung from the ceiling or light fixtures.
- Heating & Cooling systems must be regulated by Redwood Valley Rancheria staff ONLY.
- Keep all outside doors closed when the Heating & Cooling systems are on.
- Children must be kept under adult supervision at all times.
- Kitchen supplies belong to Redwood Valley Rancheria.
- Redwood Valley Rancheria does not supply food, beverages, paper plates, cups, and utensils, etc.
- Kitchen areas must be cleaned immediately after event.
- Containers for refreshments must be leak proof and condensation free.
- No blocking of exit doors at any time.
- Any damages must be reported to Redwood Valley Rancheria personnel ASAP.
- Redwood Valley Rancheria cannot provide staffing needs for your event.
- Enjoy your event and thank you in advance for complying with our rules.