



NOTTAWASEPPI HURON BAND OF POTAWATOMI FACILITY USE APPLICATION

Please Complete the Following

Organization/Individual Submitting Request _____

Address _____
(Street) (City) (State) (Zip Code)

Contact Name _____ Date of Application _____

Daytime Phone () _____ Ext. _____ Evening Phone () _____

Site Request Information

Facility Requested: _____
(Be specific. Refer to the map located within the Facility Use Regulations and Guidelines)

Will you be preparing food? Yes No Catered

Facility Items Needed: Refrigerator Tables/Chairs Other _____

Dates Needed: FROM _____/_____/_____ TO _____/_____/_____
Month Day Year Month Day Year

Planned Activity: _____

Specific Days and Times for Dates listed above:

- | | |
|---|--|
| <input type="checkbox"/> Monday _____ to _____ | <input type="checkbox"/> Friday _____ to _____ |
| <input type="checkbox"/> Tuesday _____ to _____ | <input type="checkbox"/> Saturday _____ to _____ |
| <input type="checkbox"/> Wednesday _____ to _____ | <input type="checkbox"/> Sunday _____ to _____ |
| <input type="checkbox"/> Thursday _____ to _____ | |

Please Read Carefully Before Signing

The undersigned hereby accepts full responsibility for liability for any property damage to any Tribal facilities that may occur during the period of use by this organization/individual. The undersigned further certifies that a copy of the Facilities Use Regulations and Guidelines of the Nottawaseppi Huron Band of Potawatomi Tribe has been received and agrees to comply with all applicable provisions of those regulations. The undersigned represents that he/she has authority to bind the organization he/she represents. The individual and/or organization agrees to hold the Nottawaseppi Huron Band of Potawatomi Tribe harmless from any damage or claims arising from the action of the permit holder, his/her employees, or patrons while the facility is in use.

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY:

Application Fee (if applicable) _____ Deposit _____

Special Conditions Imposed: _____

This authorizes the above organization/individual to use the facility as indicated.

Authorizing Signature Date



NOTTAWASEPPI HURON BAND OF POTAWATOMI FACILITY USE REGULATIONS AND GUIDELINES

1. APPLICATION FEES* AND DEPOSITS:

Reservations are completed on first come-first serve basis. Reservations are made upon presentation of application and payment of application fee (if applicable) to the Administration Office at **2221 1 ½ Mile Rd.; Fulton, MI 49052**. Fee may be paid in cash or by check or money order payable to “Nottawaseppi Huron Band of Potawatomi Tribe”. Deposits are due the last business day prior to the rental date. Returned checks will be referred to a collection agency.

2. TIME RESERVED TO COVER ENTIRE USE:

The hours shown on the *Facility Use Application* will cover the entire time required for the user to decorate, set up, conduct the activity, and clean up the facility after use. The facilities must be vacated promptly at the conclusion of the time specified on the *Facility Use Application*.

3. FACILITY AVAILABILITY:

Generally, Monday – Friday, 5:00 p.m. to 10:00 p.m. and Saturday – Sunday, 8:30 a.m. to 10:00 p.m. **Some dates are not available for use. The Tribe reserves the right to refuse approval of a requested date if it conflicts with another event.** If the facility being requested does not require locks (i.e., ceremonial grounds) then special arrangements can be made to extend hours. Please note that each and every facility needed for rental must be identified on the *Facility Use Application*. It is not acceptable to simply identify the ceremonial grounds and expect the use of the bath house, cook house, etc. **A map of the Pine Creek Reservation is attached that identifies the location of each available facility.**

4. SET-UP / TAKE-DOWN / CLEAN-UP:

Groups/individuals are required to set up, take down, and clean tables and chairs before and after their event. Tribal staff will show you where equipment is located. Groups must also clean up facility in manner that allows it to be ready for the next group, including trash removal and sweeping/mopping floors if needed.

5. CANCELLATIONS:

User must submit written notice of cancellation at least ten (10) days prior to any reserved date. If an application fee was applicable to the applicant; a full refund will be issued if notice of cancellation was provided ten (10) or more days in advance of the reserved date. If cancellation was not provided ten (10) or more days in advance of the reserved date, the rental fee will be forfeited.

6. REFUND OF DEPOSITS:

Deposits must be made with a separate check. Deposits will be refunded approximately 2 weeks following the last reserved date for the specific event if, and only if, no damage or loss has occurred and where no extra clean-up is required. In the event of damage, loss, or extra clean-up, determined by the Tribal Council, the deposit, or a portion of the deposit, will be forfeited and additional charges may be incurred.

* Application fees are not applicable to all interested parties.
Facility Use Regulations and Guidelines (2/2005)

7. ALCOHOL REGULATIONS:

No alcoholic beverages are allowed on Tribal property at any time.

8. RELEASE, HOLD HARMLESS AND INDEMNITY:

You must complete the release, hold harmless and indemnity agreement which releases the Tribe and/or employees, from any damages, claims, causes of action, injuries, or suits caused by any negligent or intentional act or resulting in liability or damage to any person's or the real and personal property of others by reason of rental of the Tribe's premises.

9. SECURITY:

If security is deemed necessary by the Tribe, it is the responsibility of the user to have off-duty police officers assigned at users expense. Names of the police officers are to be provided one week in advance of the event. Event will be canceled or delayed if security is not in place at the start of the event.

10. DECORATING:

Generally, only masking tape is acceptable and no nails or tacks are allowed. All decorations must be fireproof or of fire retardant materials. Nothing shall be attached to light fixtures. Candles or other open flame devises are not permitted.[†]

11. NO VERBAL AGREEMENTS:

No verbal agreements for use of facilities shall be made, nor in any way be binding on the Tribe. In addition to the *Facility Request Application* all reservations also require the signing of a hold harmless agreement by the reserving party.

12. SPECIAL EQUIPMENT AND FURNISHINGS:

Some rooms are equipped with specialized equipment and furnishing for Tribally sponsored events. These materials are **NOT** available for your use.

13. SMOKING:

Smoking is **ONLY** permitted outside of Tribal buildings. Smoking receptacles must be utilized.

14. TRIBAL CONTACT:

Should you experience problems during your rental, please contact _____ at _____.

We ask for your help!

Although staff of the Tribe inspect the facilities and sites on a regular basis, damage or vandalism may occur between visits. If you notice any broken playground equipment or furnishings, unsafe conditions, or vandalism, please report it to the Administration Office at (269) 729-5151 during regular business hours. Thank you!

Nottawaseppi Huron Band of Potawatomi Facility Locations Map

