



FACILITY RENTAL APPLICATION

Name of Renter: _____
Home Phone: _____ **Cell:** _____
Address: _____
E-Mail Address: _____
Type of Event: _____
Date of Use: _____ **Maximum Attendance:** _____ **Cost of Admission:** _____
Event Start Time: _____ **Event End Time:** _____ **Clean-up Ends:** _____

Available Facilities and Fee Schedule. The following tribal facilities are available for rent at the listed daily rental fee. *The Senior Center is not available for rent.* Director approval is required prior to rental. Please check all that apply.

Facility	Fee (per day)	Cleaning Deposit (refundable)
_____ Tewa Center	\$125.00	\$100.00
_____ Gymnasium	\$100.00	\$100.00
_____ Community Learning Center (CLC) Full	\$125.00	\$100.00
_____ CLC Multipurpose Room	\$75.00	\$100.00
_____ CLC Computer Room	\$75.00	\$100.00
_____ CLC Arts & Crafts Room	\$75.00	\$100.00
_____ El Rancho Property	\$300.00	\$100.00

Payment

Rental Fee: Rental fees will be charged according to the rates above. The rental fee is due and payable upon approval. Cash or checks made payable to the Pueblo de San Ildefonso are acceptable forms of payment.

Cleaning Deposit: All groups must leave the facilities in a clean and satisfactory condition. Building rental is subject to a separate refundable \$100.00 cleaning deposit. This deposit is due with initial payment and will be refunded upon inspection of the facility and approval by the Pueblo de San Ildefonso.

General Terms and Conditions

- a) Renter agrees that the information provided above is correct, including but not limited to, rental hours, event type, number of guests, etc.
- b) Renter agrees to the above stated cleaning deposit and refund procedures.
- c) Renter agrees to be solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage. Renter agrees to reimburse the Pueblo de San Ildefonso for all damages.
- d) Alcohol Prohibited. The use, consumption, sale and possession of alcohol are prohibited on all Facilities and property.
- e) In consideration for Pueblo de San Ildefonso granting the privilege to use certain facilities, the Renter agrees to defend, indemnify and hold harmless the Pueblo de San Ildefonso, its officers, officials, employees and agents, from and against all liability, claims, suits, judgments, and expenses, including court costs and attorney fees, on account of any injury, loss or damage, arising from or in any manner connected with this Rental Agreement, or if such injury, loss or damage is caused in whole or in part, or is claimed to be caused in whole or in part, by the acts, errors, or omissions of the Renter or the Renter's family, employees, service personnel, guest, or agents with respect to the use or occupancy of the Facility, its amenities, parking lots, and the surrounding area.
- f) Renter understands and agrees that use of the facility is subject to notice that the facility is not available for certain dates. The Pueblo will provide notice of non-availability to the Renter.

Renter Signature: _____ **Date:** _____

FOR PUEBLO DE SAN ILDEFONSO USE ONLY:

Payment Received By: _____ Amount: _____ Check Cash Date: _____

Director Approval for Facility Rental: _____ **Date:** _____

Approval of Rental Application:

Approved: _____ Disapproved: _____

Comments: _____

Tribal Services Director, Pueblo de San Ildefonso **Date**

Date Keys Returned: _____ **Received by:** _____