



Fort Bidwell Indian Community Council

Community Building Usage Agreement

Name: _____ Date: _____

Event: _____ Event Date: _____

Time Begin: _____ Time End: _____

All person hosting any type of events in the Tribal Community Building are required to a \$50.00 deposit prior to the event and reserve a date and time with the receptionist. Building reservations are determined by the first to submit a deposit on that specific date. The building will be checked by the receptionist on the following business day to determine if the deposit will be returned. In order to retain your deposit, you are required check that you have finished all tasks listed below. If an employee whose program does not require fundraising, you must use Administrative Leave for the event. If an Employee whose program allows fundraising could perform during work hours with approval of their Supervisor.

**** Using the Building for Tribal/Committee/ Council/Administration Business will be Exempt to ONLY the \$50 Deposit but is Required to ensure building is cleaned immediately before business hours****

_____ initial I agree that after my event, the Tribal Community Building must be cleaned immediately before business hours, I will provide my own cleaning supplies and I understand I am fully responsible of the building.

Tribal Administrator

Date

Please check all that apply AFTER your event in order to retain your deposit, Thank You

- ☐ Clean all dishes used,
- ☐ Clean Sink/ Garbage disposal,
- ☐ Clean out fridge, all outdated items need to be thrown out.
- ☐ Clean and sanitize all countertops,
- ☐ Sweep and mop floors,
- ☐ Clean and sanitize all tables,
- ☐ Organize chairs, tables and couches
- ☐ Clean bathrooms
- ☐ Vacuum/ Spot clean carpet.
- ☐ Empty trash cans and replace liner.
- ☐ Ensured all doors are locked if your event ended after business hours.
- ☐ Ensure all walls are free of any decoration.

Signature

Date

Receptionist

PASS/FAIL