

**Native Village of Gakona
P.O. Box 102, Gakona, AK 99586**

Phone 822-5777	Fax 822-5997	gakonaprojects@gmail.com
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Facility Use Agreement

I, _____ (full name), representing _____ (organization), would like to use the Buster Gene Memorial Facility on _____ (date) from _____ or PM to _____ for the purpose of _____ (type of activity).

Event	Cost	Hours/Days	Total Cost
Per hour (up to 3 hrs.)	\$30		
Half Day (up to 5 hrs.)	\$150		
Full Day (8 hrs. or more in 1 day)	\$300	Full Day	
Annual Meeting	\$1,500		
Kitchen use	\$75 daily	1 day	
Mandatory Deposit (will be refunded if facility is left in order)	\$75	75.00	
Rental Total			

*** Garbage dumpster use is not permitted. Haul away all trash accumulated from large events.**

- I agree to pay the Native Village of Gakona (NVG) the full price of rental and deposits, as well as the cost of repair/replacement of any damages that may accrue from the event held at the facility. The NVG reserves the right to pursue any legal means necessary to collect payment for such damages. I agree that failure to pay for any additional costs will result in my inability to use the facility in the future, until the NVG receives full payment of said costs.
- I agree there will be no use of alcoholic beverages or illegal drugs on Gakona Village property due to this event. I understand that disregard for this rule will result in immediate shut down of activities, the removal of all persons from the premises and forfeiture of the rental payment as well as the return of the deposit.
- I agree that adults will supervise minor children at all times, indoors as well as outdoors.
- I agree to not remove any items from the walls. Bulletin boards, kitchen or facility, nor will I use tape, staples, nails, etc. on any surface of the building or furniture.
- I agree to remove anything that I have brought to the building for my event.
- I agree to leave the hall and parking lot/lawn clean, including wiping down all furniture used, sweeping, moping and disposal of trash. If kitchen is used, it must be cleaned, including stove, coffee pots, sinks and flooring. Everything needs to be put back in its place, including cleaning products.
- I agree to return the key to the Gakona Village Council office within 24 hours after facility use, or forfeit my deposit.
- I understand that the deposit will not be returned to me until someone at NVG has checked on the facility condition.

By my signature, I agree to this facility use agreement and conditions.

Printed name: _____ Signature _____

Company: _____ Phone number: _____

Deposit refunded: <input type="checkbox"/> yes <input type="checkbox"/> No Reason if not: _____
Key returned: <input type="checkbox"/> yes <input type="checkbox"/> No Date Key returned: _____

CLEANING CHECK LIST

(Keep this page, check it off while cleaning & return it with the keys)

Everything that is used or dirtied, while being occupied for your event, will be cleaned and put back where it was found including:

- If this was a large event, haul all garbage away. Do not fill community dumpsters.
- Coffee maker
- Chaffing dishes, plates, pots & pans, utensils, etc.
- Wipe down all Tables & Chairs used
- Walls & windows (wipe any food/drink spills clean)
- Counters, fridge, microwave, sink, stove
- Both bathrooms
- Sweep and mop floors including: kitchen, great room, hallway and bathrooms
- Garbage cans will be emptied, spares placed back in storage room & new bags in all kitchen and hall cans that were out when you arrived.
- All cleaning products & tools
- Remove all decorations, materials, etc. from all areas that were placed by your group
- Pick up trash outside the entire building, including cigarette butts that may be from your group
- Remove all perishable food from the kitchen and refrigerator that may belong to your group
- Check all doors and windows to make sure they are shut and locked.

Refundable Deposit

___ Refunded with Check number _____

___ Retained for the following reason(s): _____

Completed by: _____ Date _____

Reviewed and approved by: _____ Date _____