



Multi-Purpose Facility Department Agreement

Southern Ute Indian Tribe

256 Ute Road,

Ignacio, CO 81137

970-563-4784 (direct line) or 970-563-0100 ext. 2640



Name: \_\_\_\_\_ Date \_\_\_\_\_

Department: \_\_\_\_\_ Tribal Member \_\_\_\_\_ Contact Numbers 1) \_\_\_\_\_

Type of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Please check room requested: Time of Use \_\_\_\_\_ to \_\_\_\_\_ Please note number of Guests \_\_\_\_\_

"Kuchuputauu" Gathering Room- Capacity 312 people. Workshops, dinners, graduations or birthdays. Space for larger events

"Chag'atuaa" Learning room- Capacity 16 people. Craft room used for sewing, beading, clothing making. Storage available.

"Kananwiiichi" Conference room-Capacity 16 people. Meeting room with telephone conference ability.

Activity room A & B: 10-15 people capacity in each room. Combined the area will seat 20-30. Small parties and class room seating. Can be used in conjunction with Gathering Room for breakout sessions

Activity room A  Activity Room B  Both

Kitchen-Commercial Kitchen. Industrial burners and stove tops. User must provide own cookware, utensils and food products. All food products left after the event will be disposed of within 24 hours.

Please check equipment requested:  White board  Microphone  DVD  TV  iPod Connection

Projector (must have own computer when using projector in Gathering Room)  Screen  Telephone Conference

1. For Data Collection purpose please describe the type of event or meeting being held at the Multi-Purpose Facility.

Please note designated staff members whom will be making arrangements on your behalf:

- 2. All requests are based on a "first come, first serve" basis (funerals supersede all scheduled events).
- 3. The department must reserve the facility a week in advance to ensure that space and staff is available for the event.
- 4. Department Users must check in at the front desk to gain access into the space.
- 5. AV equipment (TV/DVD/Projector) can be reserved for events. Please reserve in conjunction with room use.
- 6. Department User understands there may be other events scheduled in the building. Thus, please be courteous of other users and their guests.
- 7. Department is responsible for set up. Clean up after use is required and includes: wiping down tables and chairs, sweeping floors, stacking chairs, returning tables to their mobile frames, and cleaning kitchen when used. All departments must supply their own material and items for the meetings.
- 8. Department User is asked to give a 24 hour notice to cancel space requested. In the event your reserved time is after 10pm a non-refundable security deposit will be imposed.
- 9. User is responsible for his/her guests, including any damages that the user or guests cause. Children 7 years old and younger must be supervised by a responsible individual, at least 16 years old, at all times.
- 10. The Southern Ute Indian Tribe prohibits the use of alcohol and the manufacture, distribution, sale, purchase, possession, transfer or use of illegal drugs in the Multi-Purpose Facility. Please note that in the event a guest is intoxicated visibly or clearly, the staff will ask the user to ask that guest to leave in a safe manner and may call the Southern Ute Police Department to handle the matter.
- 11. User should be aware that their event may be cancelled at any time for Southern Ute Tribal Member funerals that need to be held at the same time as the scheduled event. Staff will give as much notice as possible if a funeral must be held at the same time as a scheduled event.

I understand the guidelines and will abide by them to the best of my ability. I acknowledge my request may be cancelled due to a Southern Ute Tribal Member Funeral occurring on property. I have received a copy of the facility agreement. By signing, I agree to indemnify and hold harmless the Tribe, Tribal Council and the Tribe's employees, agents, and representatives from any and all claims, damages, losses and expenses of every nature made against the Tribe arising out of services provided pursuant to the use of the room and is not responsible for any thefts or damage to personal property that may occur during the use of the facility. As the undersign I am the responsible party and will ensure staff will clean and follow the policies and procedures of the MPF/Memorial Chapel/Ute Park.

User \_\_\_\_\_ Date \_\_\_\_\_ Staff \_\_\_\_\_ Date \_\_\_\_\_