



### Multi-Purpose Facility Agreement

Southern Ute Indian Tribe

256 Ute Road,

Ignacio, CO 81137

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



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

Address: \_\_\_\_\_ Contact Numbers 1) \_\_\_\_\_ 2) \_\_\_\_\_

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

Event for \_\_\_\_\_ Type of Event: Cultural  Traditional  Social

STAFF VERIFIES SUIT STATUS \_\_\_\_\_ (staff initial)

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.

"Kananwiiechi" 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  Entire Facility

**Activity room A**  **Activity Room B**  **Both**  **TIME EVENT STARTS** \_\_\_\_\_

**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. **User is responsible for notifying MPF staff of hired catering services and is responsible for all catering activities. Catering service must fill out a catering form.**

Please check equipment requested:  White board  Flip Chart  Microphone

DVD  TV  Ipod Connection  Projector (must have own computer)  Screen  Telephone Conference

All requests are based on a "first come, first serve" basis (**funerals supersede all scheduled events**). **User is responsible for set up and clean up.**

- Staff will assist with scheduling adequate time for your event to accommodate preparation time (cooking/decorating/setup) and cleanup of your event. Your cooperation is requested to keep to the time scheduled for your event.
- Events that occur on Saturday and Sunday **MUST** be reserved by **Wednesday at 5pm** to ensure that space and staff is available for the event. Users can reserve rental space the same day of an event during Monday-Friday, depending on availability.
- Users must check in at the front desk to gain access into the space.
- AV equipment (TV/DVD/Projector) can be reserved for events. Please reserve in conjunction with room use.
- User understands there may be other events scheduled in the building. Thus, please be courteous of other users and their guests.
- 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.
- Children 7 years old and younger must be supervised by a responsible individual, at least 16 years old, at all times.
- User is responsible for his/her guests, including any damages that the user or guests cause.
- 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.
- Overnight parking and camping is prohibited.
- 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.

\_\_\_\_\_  
 User Date Staff Date  
 10/12/13