



Southern Ute Memorial Chapel

Southern Ute Indian Tribe

258 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)

Time of Use (include clean up and decoration time) _____ to _____ Please note number of Guests _____ Additional Chairs Yes No no. of chairs _____ Please check equipment requested: <input type="checkbox"/> Microphone <input type="checkbox"/> DVD <input type="checkbox"/> Ipod Connection <input type="checkbox"/> Projector (must have own computer) <input type="checkbox"/> Screen
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1. 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 of cancellation as possible if a funeral must be held at the same time as a scheduled event.
2. All requests are based on a "first come, first serve" basis (**funerals supersede all scheduled events**).
3. Staff will assist with scheduling adequate time for your event to accommodate preparation time (decorating/setup) and clean-up of your event. **Your cooperation is requested to keep to the time scheduled for your event.**
4. Events that occur on Saturday and Sunday **MUST** be reserved by **Friday 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.
5. Users must check in at the front desk of the Multi-Purpose Facility to gain access into the Chapel.
6. AV equipment (DVD/Projector/Computer hook up) can be reserved for events. Please reserve in conjunction with room use.
7. User is responsible for set up. Clean up after use is required and includes: wiping down chairs, vacuuming floors, stacking chairs returning any chairs to storage, and ensuring all debris is removed from the facility.
8. There is no cost for a Tribal Member to use the facility. However, a refundable cleaning deposit of \$200.00 will be required for large events. When a cost is associated with the space, **all refunds will be available within two weeks**. In the event your reserved time is after 10pm a non-refundable security deposit will be imposed.
9. User is asked to give a 24 hour notice to cancel space requested.
10. Children 7 years old and younger must be supervised by a responsible individual, at least 16 years old, at all times.
11. User is responsible for his/her guests, including any damages that the user or guests cause.
12. In the event of a wake for a funeral the Multi-Purpose/Southern Ute Memorial staff will be available during the event.
13. 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.
14. Overnight parking and camping is prohibited.

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. The user will be in attendance of the event or have a designated Tribal Member.

User Date Staff Date