

**PAWHUSKA INDIAN VILLAGE
WAKON IRON HALL & FAMILY ROOM
RENTAL AGREEMENT**

The rental of the Wakon Iron Hall and the Family Room at the Pawhuska Indian Village is for non profit use only. Rent for non cultural events is \$100/day. If the event is cultural, only the \$100 fee will be waived. The cleaning and security deposit is \$200 and is refundable according to the following conditions which require initialing:

- _____ 1. Building(s) must be properly cleaned to include the kitchen counters, sinks, ovens and stoves. All areas used must be wiped down and cleaned of any food products, liquids, grease and oils. All food and food items, cooking oils, beverage debris, decorations and trash of any kind inside the building and outside the building, must be bagged and disposed of properly. **PLEASE.... DO NOT LEAVE ANY USED OR UNUSED FOOD OR DRINK ITEMS IN THE HALL.**
- _____ 2. All floors INCLUDING BATHROOMS must be swept and spills from food, grease, pop, coffee, water, tea, etc., need to be thoroughly cleaned and mopped up before leaving.
- _____ 3. All tables and chairs need to put back in the appropriate areas after use and will be wiped down and cleaned of any mess or spills.
- _____ 4. BATHROOMS MUST BE CLEAN, COUNTERS WIPED DOWN & TRASH EMPTIED.
- _____ 5. Instructions for lights and heating/cooling systems are posted on the inside north, kitchen door and above all 4 thermostats and all four vent returns. ***Please, read them carefully and make sure they are followed before leaving the building(s).***

FAILURE TO COMPLY WITH ANY OF THE ABOVE TASKS WILL RESULT IN A PARTIAL OR POSSIBLY A COMPLETE LOSS OF YOUR CLEANING AND SECURITY DEPOSIT.

If necessary, additional cleaning cost will be charged to you by the Pawhuska Indian Village Committee, Five Man Board at the rate of \$10+/hour, per person. This is the amount we pay for cleaning. If for any reason the cleaning and security costs exceed your \$200 deposit, by signing this agreement **you will take full responsibility for and pay to the Pawhuska Indian Village Committee, Five Man Board the total amount exceeding your \$200 deposit.** Minimal cleaning supplies will be furnished by the Pawhuska Indian Village Committee. **You must supply your own trash bags, paper towels and specialty cleaning supplies.**

By signing this agreement it is also understood you must comply with the following items:

1. Extension cords of any kind must be approved by the Pawhuska Indian Village Committee, Five Man Board prior to installation and all cords must be rated for proper length and the amount of amperage to be used.
2. Prior approval must be given by the Pawhuska Indian Village Committee, Five Man Board in advance for sound systems, lighting, staging and crew. The Pawhuska Indian Village Committee, Five Man Board reserves the right to make adjustments and/or changes in set up arrangements for safety reasons or extra cost requirements.

3. Ordinary and special decorations must be approved by the Board. No staples, tacks, nails or tape can be used to attach decorations to the walls or ceilings. Absolutely **NO paint, glitter, non-decomposable confetti, open flame candles, sparklers, fireworks or birdseed may be used.**

4. For security and safety reasons, you will be held responsible for the conduct & behavior of individuals and groups using the Wakon Iron Hall, the Family Room and the grounds. Any costs incurred by the Pawhuska Indian Village Committee, Five Man Board due to unruly behavior during your event will be deducted from your security deposit.

5. No storage, use, generation or disposition of any hazardous or radioactive materials inside or outside the buildings will be made without prior consent. The obligations and liabilities in this section shall survive the expiration or termination of this Rental Agreement.

6. Accidents will be reported in writing to the Pawhuska Indian Village Committee, Five Man Board within 24 hours of your event.

7. **You will assume and accept any and all liability for damages to any person(s), parties or their property while on these grounds.** You will hold the Pawhuska Indian Village Committee, Five Man Board harmless and free from any liability arising out of any such event for actions, bodily injury, claims, cost or expenses, damages, fines, procedures, liability suits, (including attorney and consultant fees) by any party to include guest(s) of the undersigned.

8. No pets, alcoholic beverages or glass containers are allowed in the building(s) or parking areas.

9. You will not physically alter any existing space either in the building(s) or on the grounds.

10. By signing this agreement you fully understand that you are responsible for any damages to the Wakon Iron Hall, Family Room and the grounds. **By signing this agreement you understand that you take full responsibility for the safety and welfare of any and all individuals attending your scheduled event** and they must be properly supervised or chaperoned and you must regulate the use of the building(s) and grounds to protect the same, during your rental period.

Prior to signing this agreement, *I the undersigned, do fully understand and acknowledge that I have read the above RENTAL AGREEMENT for the Pawhuska Indian Village Committee, Five Man Board and I will comply with all rules, conditions and regulations as set forth herein, of which I have received a copy. **BY SIGNING, I AGREE THAT I AM THE RESPONSIBLE PARTY.***

DATE OF EVENT: _____

DATE SIGNED: _____

Name

Pawhuska Indian Village Committee

Address

Five Man Board Member/Assigned

P.O. Box 1243

City State

Pawhuska, Oklahoma 74056

918-287-2716

Your phone number:

Board member #