



Broadway Pavilion/Concession Stand Rental Form

The Facility belongs to the community and holds the needs of the children close to heart. We ask during your use of this facility that you respect the equipment and rules. **There will be a \$100 deposit (cash or check) required at time of reservation.** (Tribal Departments will not be required to pay deposit)

Please fill out this form in its entirety and return to the Housing office.

Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Event Information (Reception, Conference, Graduation, etc.): _____

Date(s) Requesting: _____

Time Needed (From / To): _____ (include set up & clean up)

Buildings needed: _____ Pavilion _____ Concession Stand

Set-up, tear-down and cleaning of the facility is your responsibility. Please make arrangements for these tasks. Trash must be bagged and placed outside the concession door. Kitchen cleaning checklist must be completed. If you fail to clean the facility and we are required to do it you or your department will be billed associated clean up fees at a rate of \$40 per hour per assigned staff member. Only after the facility is inspected by Housing staff will you receive your deposit back. If you have any questions, please call the **Housing front desk at 775-4595.**

I have read and agree to the above,

Signature

Date

Office Use Only

Approved: Yes No

Deposit Paid: Yes No Deposit Returned: Yes No

Housing Staff

Date