



White Rock Local Government  
 PO Box 660 Crownpoint, NM 87313  
 Ph: 505-786-2444 Fx: 505-786-2447  
 Email: whiterock@navajochapters.org

**FACILITY RENTAL FORM**

Date of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
Name Address Phone

Date of Rental: \_\_\_\_\_  
Begin Date Time End Date Time

Type of Function:  Funeral Gathering  Family Event  Fund Raising  Concession  
 Political Event  Government Meeting: \_\_\_\_\_  
 Check One  Other: \_\_\_\_\_

**PRICE LISTING FOR REGISTERED VOTERS ONLY**

Description	Rental Fee	6% Tax	Total	Money Order #	Receipt #	Date	Initial
Chapter Meeting Room	\$ 75.00	\$ 4.50	\$ 79.50				
Chapter Meeting Room & Kitchen	\$ 125.00	\$ 7.50	\$ 132.50				
Veterans Meeting Room	\$ 50.00	\$ 3.00	\$ 53.00				
Veterans Meeting Room & Kitchen	\$ 75.00	\$ 4.50	\$ 79.50				
Rental/Key Deposit	\$ 50.00		\$ 50.00				

**Note: Payment by Money Order Only - Payable to White Rock Chapter. NO CASH or PERSONAL CHECKS**  
 Deposit made 10 days in advance to hold date, remaining balance to be paid in full 5 days before event.

**CONDITIONS AND AGREEMENT**

- The Renter must make their initial assessment of the building inside and out, restrooms and kitchen with Chapter Administration before event.
- The Renter agrees to use tables and chairs inside the Chapter building only. Chapter property cannot leave the building or grounds.
- The Renter agrees to wipe down & put away tables/chairs neatly in storage room; sweep & mop floors in chapter & restrooms.
- The Renter agrees to clean the Kitchen; remove food & grease from stove/sink; wipe stove, refrigerator, sinks & counters, sweep and mop floor. Remove any food or items in drain trap under the sink. Do not leave left over food in fridge/freezer or leave scrap cans in kitchen.
- The Renter agrees to pack their trash and dispose of them properly. Pick-up trash that is left outside on the fence, picnic table or sidewalk.
- The Renter agrees to report to the Chapter Administration of any damages to the interior or exterior of building, broken chairs/tables, etc.
- Deposit refund will be issues upon Chapter Administration assessment and approval.

White Rock Local Government is NOT responsible for any injuries, loss and/or accidents under this agreement. I, \_\_\_\_\_ am responsible for any damages, theft, loss, injuries and/or accidents that occur on chapter property during my rental. I am also responsible for picking up and returning the keys to the building and I will be the only person to have the key in my possession. Rental/Key deposit will only be released during business hours in check form.

Signature: \_\_\_\_\_

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

**OFFICIAL USE ONLY BY CHAPTER ADMINISTRATION**

- APPROVED  
 DISAPPROVED

REASON FOR DISAPPROVAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
CHAPTER ADMINISTRATION DATE

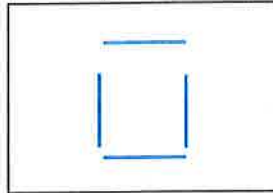
SIGNATURE: \_\_\_\_\_  
CHAPTER OFFICIAL DATE

## FACILITY RENTAL FORM

	Tables 20 Max.	Chairs 160 Max.	PA System	Lap Top	Projector	Dry Erase Board	Extension Cord
Chapter Meeting Room							
Chapter Meeting Room & Kitchen							
Veterans Meeting Room							
Veterans Meeting Room & Kitchen							

Table Set Up:

U shape with head table



Comments:

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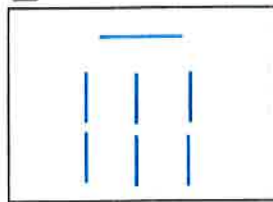


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Vertical Rows with head table



Comments:

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Horizontal rows with head table



Comments:

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