



# RESIGHINI RANCHERIA

P.O. Box 529 • Klamath, CA 95548

Tel (707) 482-2431 • Fax (707) 482-3425

## LENA REED MCCOVEY COMMUNITY CENTER

### Facility Rental Form

**Building Address:** 156 Klamath Beach Road, Klamath CA 95548  
**Building Capacity:** 250 persons  
**Rental Fees:** \$200.00 Per Day Rental Fee. \$100.00 Refundable Deposit  
**Questions:** Email office@resighinirancheria.com

*Fees are subject to change by Resighini Rancheria Tribal Council only. Proof of Liability Insurance is required.*

### CONTACT INFORMATION

Renter's name

Business/Organization

Address

City

State

Zip

Work phone

Cell phone

Email address

### PURPOSE OF REQUEST

<b>Event name/description:</b>	
<b>Date of event:</b>	
<b>Set up time:</b>	
<b>Event time:</b>	
<b>End time:</b>	
<b>Number of guests:</b>	
<b>Number of chairs needed:</b>	
<b>Number of tables needed:</b>	

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**Liability Insurance Company**

**Policy #**

(please attach Liability Insurance Company Documentation)

**Additional comments:**


**Facility Rental Terms:** A Resighini Rancheria designee and Renter will do a walk-through before and after each event to determine if the facility is clean and in orderly condition. Both parties will sign-off on a walk-through form.

There is no smoking allowed in the community center or within 25 feet from the entrance to the building. The community center is a drug and alcohol-free zone; no drugs or alcohol permitted anywhere in or around the community center.

The rental period requested must include sufficient time for the renter to set-up prior to and clean-up following the renter's event. Before leaving the building, the renter must unplug/turn-off all appliances used, turn off lights, clean kitchen (if used) and empty all garbage and recycling. Floors are to be swept clean with a broom. Wipe up spills on floor using only clear water.

In the event the building needs cleaning and/or repairs, some or all of the deposit will be withheld. Neither payment nor retention of the security deposit shall be considered a settlement or waiver, or any claim the Tribe may have against the renter for damage done to the building or property. Please allow up to 7 days for the processing of the refundable deposit.

The Resighini Rancheria Tribal Council has the right to cancel or close-down any event for violation of rules.

Designated Tribal Representative:

\_\_\_\_\_  
Kathy Dowd, Tribal Secretary

\_\_\_\_\_  
Date

Renter:

\_\_\_\_\_  
RENTER (print and sign)

\_\_\_\_\_  
Date

# Fee Schedule

Space	Kitchen	Breakout Room (each)	Tables (each)	Chairs (each)	PA system	Cleaning Deposit
\$ 200	\$ 100	\$ 25	\$ 1	\$ 1	\$ 40	\$ 100

Fee's are reduced by 50% for Resighini Rancheria Tribal Citizens.