



# RESIGHINI RANCHERIA

P.O. Box 529 • Klamath, CA 95548  
Tel (707) 482-2431 • Fax (707) 482-3425

## Lena Reed McCovey Community Center Rental Form

Must be Submitted no Less than 14 days before the Requested Event

**Building Address:** 156 Klamath Beach Road, Klamath CA 95548  
**Building Capacity:** 250 persons  
**Rental Fees:** \$200.00 Per Day Rental Fee with a \$100.00 Refundable Deposit. 50% off on Rental Fee for Resighini Rancheria Tribal Citizens  
**Questions:** Email office@resighinirancheria.com

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

### CONTACT INFORMATION

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Renter's name

Business/Organization

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Address

City

State

Zip

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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 14 days for the processing of the refundable deposit.

The Certificate of Liability Insurance must be provided prior to the event and there is a fee associated with this. These can be secured from the renter's insurance company or through a private online company, such as Eventhelper.com.

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

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Designated Tribal Representative:

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# Daily Fee Schedule

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

Rental fees are reduced by 50% for Resighini Rancheria Tribal Citizens. This does not include the Cleaning Deposit paid to the Tribe of the liability insurance fees paid to a private vendor.