



## **Mí sq' eq' ó Community Building USE POLICIES AND PROCEDURES**

For more information, call Administration Reception at (360) 592-5176 or  
e-mail [sarahe@nooksack-nsn.gov](mailto:sarahe@nooksack-nsn.gov) / [lbroberts@nooksack-nsn.gov](mailto:lbroberts@nooksack-nsn.gov)

### **Agreement:**

When requesting use of the Nooksack Community Building, the organization/contact person shall complete the Usage Agreement and comply with all requirements.

### **Scheduling:**

Scheduling of the Community Building is on a first come, first serve basis. Scheduling of the facility will be done through the Administration Reception. The organization/contact person will obtain and complete the Usage Application at the Administration Office, located at 5016 Deming Road, Deming, WA 98244, (360) 592-5176. When the application has been completed, and in order to have your event placed on the calendar, a \$150 deposit will need to be submitted to the Nooksack Indian Tribe's Accounting Department, 5016 Deming Road, Deming, WA 98244, (360) 592-5176. The organization/contact person will then show Administration Reception the deposit receipt to schedule the event on the Community Building calendar and make other event accommodations.

A usage fee, described below, will also need to be paid in full three (3) days before the event takes place. Should the event fall on a Tuesday or Wednesday, making the payment due date fall on the weekend, the organization/contact shall pay the usage fee on the Friday before the event. If the usage fee is not received, the reservation will be canceled and the deposit will be returned.

In addition, a pre-event and post-event walk through will need to take place and they will be scheduled with you by Administration Reception. You will be provided with a "Day of the Event Form" outlining when you need to be present for the walk through appointments. Should you miss the pre-event or post-event walk through appointment, it will be conducted without you and by signing the Usage Application, you are accepting whatever the results are.

Please understand that in the instance of a death within the Tribe's membership, your event may need to be canceled immediately. Funerals take precedence over all other uses. If this occurs, the deposit and usage fee will be returned.

### **Disclaimer:**

The Tribe reserves the right to refuse use of the Community Building to anyone for any reason. Administration reserves the right to change these policies.

### **Accountabilities:**

The organization/contact person for the event will be accountable for any and all damages of equipment. Any of the items in the Nooksack Community Building will not leave the premises for any reason. This includes, but is not limited to: tables, chairs, kitchen equipment, etc. The responsible person agrees that he/she will be accountable for all areas of the Nooksack Community Building including, but not limited to: all areas inside the building as well as the

entire area outside of the building. These areas will remain free of any trash or debris before, during and after the use of the building.

The organization/contact person needs to be aware of the children present at their event and do everything possible to prevent them from falsely triggering the emergency alarms. Should an alarm be pulled when no emergency exists and should emergency respondents arrive, the organization/contact person will be held responsible for the fee assessed by the emergency respondents for a false alarm. The organization's/contact person's deposit will be held until the Tribe can assess if a statement will be sent by the emergency response team.

**Included in the Use of the Building:**

The Nooksack Indian Tribe Maintenance Department or their delegate will provide restroom supplies, trash bags, cleaning supplies and soaps. A vacuum, mop and bucket will also be available for cleaning purposes. These items must remain in the building. Any other items needed for an event will need to be supplied by the organization/contact person.

**Not To Be Used:**

Any items that could damage or potentially damage any surface in the Community Building cannot be used at any time during the course of an event. This includes tacks, staples, nails, etc. If tape is needed, please ask the Maintenance Department for the approved type of tape that will not damage or remove any surface area in the building.

**Not Provided:**

The following items are not included with the usage fee or the use of the building: paper plates; plasticware; tin foil; plastic wrap; BBQ firewood; Ziploc bags; pans; serving utensils; service platters/bowls, etc. (with the exception for most Tribal Council functions, funerals). There will be no exceptions made to this clause.

**Not Permitted:**

Alcohol, drugs or any kind of illegal activity will NOT be permitted in or around the Nooksack Community Building. No smoking is allowed inside the building and smokers outside of the building are asked to dispose of cigarettes in the outdoor trash cans. The possession of firearms is prohibited, except those in the possession of authorized law enforcement personnel. Also, not permitted are: candles, glitter, confetti, rice (for throwing at a wedding) or birdseed.

**Usage Fee Exclusion:**

The only events that will not be required to pay the usage fee will be for funeral services for a Nooksack Tribal Member or a spouse of the Tribal Member, elders' annual dinner, and any Tribal Council sponsored event. However, there could be applicable fees associated with using equipment, which the responsible person would need to pay for. There can also be additional fees for anything that is damaged during an event.

All other events require a deposit and a usage fee to be paid prior to the event.

**Usage Fee:**

There will be a usage fee of \$200 for a full day, or \$40 an hour, whichever is less, to use the Nooksack Community Building.

**Deposit:**

There will be a deposit of \$150. The deposit must be paid in order to schedule and reserve the event on the official Community Building calendar. Upon completion of the final check out, the deposit check or money order will be returned to the organization/contact person if there are no damages to the Community Building.

If there is damage upon post-event walk through and it exceeds the amount of the damage deposit, the user will be required to pay the excess amount within fifteen (15) days of receiving the invoice.

**Cancellations and Refunds:**

All requests for refunds of usage fees must be made in writing to: Nooksack Indian Tribe, Attn: Community Building Administration Reception, P.O. Box 157, Deming, WA 98244 or by emailing [sarahc@nooksack-nsn.gov](mailto:sarahc@nooksack-nsn.gov) / [lbroberts@nooksack-nsn.gov](mailto:lbroberts@nooksack-nsn.gov) Once received, refunds general will be issued in 10 to 14 days.

After the event, organization/contact person will receive a refund of their damage deposit upon the return of the Community Building to a neat, clean and undamaged condition within 10-14 days. If the Community Building is not returned to pre-event condition, the Nooksack Indian Tribe Maintenance Department will clean or repair any damage and deduct the labor (\$25 per hour) and materials from the damage deposit. If the damage exceeds the amount of the deposit, the organization/contact person will be required to pay the excess amount within fifteen (15) days of receiving the invoice.

**Acceptable Form of Payment:**

The organization/contact person will submit two separate checks or money orders for the deposit and the usage fee to the Nooksack Indian Tribe's Accounting Department, 5016 Deming Road, (360) 592-5176.

**Pre-Event Walk Through:**

A pre-event walk through must be completed prior to using the facility. The organization/contact person and a representative from the Maintenance Department will inspect the building and then sign the Pre-Event section of the Inspection List.

An IT Department representative will be present for the pre-event walk through if the PA system is requested at the time the application is submitted.

**Post-Event Walk Through:**

Following the event, the organization/contact person and a representative from the Maintenance Department will inspect the facility and then sign the Post-Event section of the Inspection List.

**Law Enforcement:**

Nooksack Indian Tribe Law Enforcement will conduct a random site visit during any scheduled event. Also, depending on the time of the event, Law Enforcement may need to be contacted to open and/or close the building. The Maintenance Department will let the responsible person know if their event falls into these time frames. If so, Law Enforcement will receive the responsible person's name and contact information to make accommodations to open and/or close the facility.

**Food and Catering:**

Users that choose to self-cater, need to obtain a food-handlers card.

**Hold Harmless:**

Organization/Contact person defends, indemnifies and holds harmless the Nooksack Indian Tribe from all liability, loss or damage whatever from any cause which may arise from the use of the Community Building or activities in and about the same by organization/contact person or its representatives or invitees.

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Organization/ Contact Person

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Date