



Application For Use
Hoopa Recreation Department
PO Box 1348
Hoopa, CA 95546
Phone: (530) 625-4211 ext. 133 Fax: (530) 625-4594
hooparecreationdepartment@yahoo.com

APPLICANT INFORMATION

Applicant Name:			
Organization Represented by Applicant:			
Mailing Address:			
	City:	State:	Zip:
Agent Phone and Contact Information:	Day Phone:	FAX:	
	Cell Phone:		
	Email:		
Event Contact Person (if other than agent). Please Print Name Below	Day Phone:	FAX:	
	Cell Phone:		
	Email:		

FACILITY RENTAL

Please check which facility you are requesting:

- () Neighborhood Facility - Gym
- () Neighborhood Facility - Swimming Pool
- () Pookey's Park - Softball Field 1 and/or Softball Field 2
- () Pookey's Park - Concession Stand
- () Pookey's Park - Playground/Basketball Court
- () Pookey's Park - Grass Area (Please specify) _____
- () Hoopa Community Center
- () Rodeo Grounds - Building/Arena/Parking Lot
- () Teen Center
- () Other _____

TABLES, CHAIRS & STAGE RENTAL

() Tables:	Out:	In:	Deliver () Pick-Up () <i>(Please see fees for delivery and pick-up)</i>
() Chairs:	Out:	In:	Deliver () Pick-Up () <i>(Please see fees for delivery and pick-up)</i>
() Stage:	Out:	In:	Deliver () Pick-Up () <i>(Please see fees for delivery and pick-up)</i>

EVENT OPERATIONS

Official Name of Event:	
Describe in detail the nature of the event:	
Is this event () Private or () Public? Location of event if not at a Recreation facility?	Note: For funeral's, contact Admin for PA system and Property & Procurement for the slide show projector.
Event Set Up Date/Time:	(Date & time when first equipment is set up; i.e., chairs and tables)
Event Date(s) and Hours of Operation:	
Event Break Down Completion Date/Time:	(Date & time when all equipment is taken down; i.e., chairs and tables)
Will alcohol be served?	HVTC Drug & Alcohol Policy: 21.22.3.1 Alcohol shall not be served or used unless prior approval has been received from Tribal Council. 21.22.3.2 At any event where alcohol is served, food and non-alcoholic beverages will be served also. 21.22.3.3 A management level person shall see that any over served or intoxicated attendees are provided transportation home.
Who will be responsible for security during this event?	
Who will be responsible for cleaning the facility after use?	
If alcohol is to be served, provide documentation showing Tribal Council approval.	

Hold Harmless Agreement:

The undersigned, as an individual or organization representative, agrees to and does hereby indemnify and hold harmless the Hoopa Valley Tribal Council, and his/her/their, or agents, servants successors, heirs executors, administrators, employees, volunteers, and all other persons, firms, corporations, associations, or partnerships of and from any and all claims, actions, causes of action, demands, rights, damages, cost, loss of services, expenses, compensation, and every liability whatsoever, which the undersigned has/have or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen damage, incident and/or accident of any kind and any consequences thereof which may be incurred during this event. **IMPORTANT: Before final approval is granted, the organization/applicant must have a Certificate of Liability Insurance naming the Hoopa Valley Tribe/Hoopa Tribal Council as an additional insured denoting a minimum of \$1,000,000 in aggregate liability coverage (additional coverage may be required for certain activities).**

Applicant's Signature

Date

FEES AND DEPOSITS	
Neighborhood Facility - Gym	\$150.00/Daily
Neighborhood Facility - Gym	\$50.00/Hourly
Neighborhood Facility - Gym - Cleaning Deposit	\$100.00 (Refundable)
Community Center	\$100.00/Daily
Community Center	\$30.00/Hourly
Community Center Cleaning Deposit	\$100.00 (Refundable)
Pookey's Park-Softball Fields 1 & 2	\$100.00/Daily
Pookey's Park - Concession Stand	\$25.00/Daily
Pookey's Park - Birthday Party's, etc	\$25.00/Hourly
Pookey's Park - Cleaning Deposit	\$50.00 (Refundable)
Swimming Pool no more then 3 hrs	\$80.00/Daily
Swimming Pool	\$30.00/Hourly
Swimming Pool Cleaning Deposit	\$25.00 (Refundable)
Rodeo Grounds	\$100.00/Daily
Rodeo Grounds Cleaning Deposit	\$100.00 (Refundable)
Table Rental	\$4.00 per Table
Chair Rental	\$1.00 per Chair
Table & Chair Rental Deposit	\$25.00 (Refundable)
If Fee's are Waived Cleaning Deposit Mandatory	
Delivery Charge	\$15.00
Pick-Up Charge	\$15.00

Upon signature of a Recreation Department representative, permission is granted for the date indicated on this application. Applicant is responsible to ensure that the area is left in a clean state. It is assumed that the group will conduct themselves in a proper manner in the public's opinion. The applicant further agrees and acknowledges that:

- *There is a mandatory three (3) day notice to reserve the facility.
- *Reservations are on a first come, first serve basis. *
- no fees will be waived unless Recreation Director approves.
- *By signing this agreement, the applicant agrees to the contents thereof, and understands the conditions of this agreement.

Applicant Signature

Date

Program Manager/Director

Date

Recreation Director

Date

Insurance Administrator/Risk Manager

Date

Tribal Chairman/Tribal Council

Date