



# Tselani/Cottonwood Chapter

## POLICY & PROCEDURES for the Chapter Equipment and Facility Rental

<b>POLICY NO.: 4-2024</b>	<b>AMENDED DATE: February 14, 2024</b>
<b>RESOLUTION NO.: TSEL-24-854</b>	<b>EFFECTIVE DATE: March 13, 2024</b>

### I. POLICY:

The purpose of this policy and procedure is to provide Navajo Nation register voters of Tselani-Cottonwood Chapter members the usage of chapter equipment and facility rental.

### II. PROCEDURES:

A. RENTAL: All rental equipment will be utilized within the approved local service area only. The “Equipment / Facility Rental Form” Exhibits A, B and C will be completely filled out, signed and approved by Chapter Coordinator prior to renting the following equipment/facility: 24-hour noticed only.

#### 1. Chairs:

- a. Ten chairs (10) will be rented for \$30.00 per for 24 hours, plus tax.
- b. Requesting party must complete the request form for chairs and indicate the date of services.
- c. A deposit of \$25.00 is required.
- d. The pre/post-inspection form must be completed by Maintenance/Operator, before renting out.
- e. Maximum of 20 chairs are available for rental.
- f. No more weekend rental.
- g. In the event the equipment is stolen or damaged, the renter will contact the police department and submit the incident report to the chapter administration. The deposit will not be refunded.

#### 2. Tables:

- a) Tables are not available for rent.

#### 3. Chapter Meeting Room:

- a. Chapter meeting room will be rented for \$50.00 for a maximum of 6 hours a day (**9:00 AM to 4:00 PM**), plus tax. Monday thru Friday only.
  - b. Requesting party must complete the request form for chapter house usage and indicate the date of services.
  - c. A \$30.00 deposit is required for the meeting room. Deposit is refundable after inspection; in case of damages the renter forfeits the deposit.
  - d. If the rental exceeds the 6 hours the deposit is non-refundable.
  - e. The pre/post -inspection form must be completed before renting out.
  - f. The requestor shall provide their own fire wood and/or coal for heating.
  - g. The requestor shall be responsible for disposing their own trash accumulated during the usage of the facility.
  - h. **POLITICAL CANDIDATES:** Navajo Nation President shall pay \$500.00, plus tax and Council Delegate shall pay \$250.00, plus tax. Due to Risk Managements policies & procedures, liability insurance will be in place prior to occupying. No refunds on the event.
  - i. **THERE WILL BE NO BINGOS, DANCES, AND GAMBLING ALLOWED - Due to liability issues/purposes.**
  - j. The Chapter will allow bazaars with \$15.00 per table plus tax and all food sales will require Food Handlers plus Itinerant Food Permit and must be visibly displayed. **NO EXCEPTIONS.**
  - k. The Chapter will not be responsible for any injuries.
4. Chapter Kitchenette:
- a. Chapter kitchenette will not be rented out at this time.

## B. EQUIPMENT AND SERVICES:

1. Back Hoe:
  - a. Backhoe services will be rented for \$50.00 an hour plus tax.
  - b. Requesting party must complete the request form for backhoe service and indicate the scope of work and date of services. Chapter Grazing Official must sign request form for any sand removal, including clearing for Homesite Lease.
  - c. Backhoe operator shall be furnished by the chapter for liability reasons.
  - d. The pre/post-inspection log must be completed for proper preventive maintenance.
2. Chapter Water Tank:
  - a. Chapter truck will be utilized to transport water/building materials to the location within the service area:
  - b. 500 gallons of water will be purchased for \$50.00 per load, plus tax.

1. Up to 1,000 gallons of water purchase, plus tax with the exception of a Chapter and/or the Nations Declaration of Emergency. **FY-2018 Resolution TSEL-18-452 (Declaration of Drought indicates only 500 gals of water plus tax).** Emergency shall supersede the policies and procedures.
- c. NO transport of mobile homes and/or hazardous materials.
- d. Requesting party must pay for the rental fee in full before a scheduled delivery.
- e. The chapter truck operator shall be an employee of the Chapter.
- f. E. Specific instruction of pick-up and delivery point is required to determine where the material will be delivered
- g. Renter must be available at the drop off.
- h. Operational during chapter business hours only.

C. CHAPTER IN-KIND CONTRIBUTION:

(Contribution to the family of the deceased family).

1. Backhoe Burial Service:

- a. Requesting party must complete the request form for backhoe service and indicate the date of services.
- b. Operational cost of \$20.00 must be paid prior to service; with the exception, non-registered decedent the backhoe rental fee will apply.
- c. Backhoe operator shall be furnished by the chapter due to liability reasons.
- d. Backhoe use only at the community cemetery in compliance with the Navajo Nation Laws (refer to RDC resolution 2-16-99 "Community Cemeteries).
- e. At least two(2) family members need to assist during the burial backhoe service.

2. Chairs:

- a. Requesting party must complete the request form for backhoe service and indicate the date of services **24 hour notice only.**
- b. Limit of 20 chairs are allowed to be used at private resident for gatherings.
- c. Security deposit of \$25.00 will be required.
- d. The chairs will be returned by 8:30am, no later than 9:00am the next day or pay for another day.

3. Chapter Meeting Room:

- a. Requesting party must complete the chapter facility rental form and indicate the date of services.

- b. Family gathering for this purpose will be limited- Due to culture/traditional belief. No funeral service will be conducted within the chapter premises.
- c. Family gathering shall not go beyond 9:00 PM.
- d. Security deposit of \$25.00 will be required. Refundable after inspection.
- e. Bring your own firewood/coal.
- f. Clean the facility after each used and must be responsible for trash disposal.
- g. Gathering will be limited to 2 nights only.
- h. If the decedent is an adult and not registered with the Chapter, the Chapter rental fee of \$50.00 plus tax and \$30.00 deposit will be required.

4. Monetary In-kind Contribution:

- a. In lieu of backhoe services, Monetary In-Kind contribution in the amount of \$100.00 can be used from the General Activity Funds Account to offset the cost of funeral expenses. Refer back to the purpose of the rental or assistance to I. Policy: Registered voters, decedent over 18 years of age must be registered.

**III. CHAPTER PROJECTS:** (All chapter projects shall have priority on equipment use over rental policies).

- A. Back hoe
- B. Chairs (20)
- C. Chapter Meeting Room

**IV. CLAUSE:**

The Chapter has the right to cancel rental agreement if an unexpected chapter event/activity occurs, or emergency situation.

**V. AMENDMENT:**

The Tselani/Cottonwood Chapter may amend the Chapter Equipment and Facility Policy and Procedures from time to time as deemed necessary and approved at a duly called chapter meeting.