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**FACILITY RENTAL APPLICATION**

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| **Person Renting Facility:** |  |
| **Home Phone:** |  | **Cell:** |  |
| **Address:** |  |
| **E-Mail Address:** |  |
| **Name of Event:** |  |
| **Date of Use:** |  | **Maximum Attendance:** |  | **Cost of Admission:** |  |

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| --- | --- | --- | --- | --- | --- |
| **Event Start Time:** |  | **Event End Time:** |  | **Clean-up Ends:** |  |

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|  | **Facility** | **Rental Fee (per day or partial day)** | **Cleaning, Damages, and Lost Key Deposit**(refundable) |
|  | Tewa Center | $100.00 | $150.00 or Credit Card |
|  | Gymnasium | $100.00 | $150.00 or Credit Card |
|  | El Rancho Property | $200.00 | $150.00 or Credit Card |

**Available Facilities and Fee Schedule.** The following tribal facilities are available for rent at the listed daily rental fee.

**Rental Fee: (must be made at or mailed to: Pueblo De San Ildefonso, 02 Tunyo Po, Santa Fe, NM 87506)**

Rental fees will be charged according to the rates above. The rental fee is due and payable upon request of the event. Failure to pay at the time of the request will keep the facility open to other requests (there are no holds) – first paid gets the event. Checks, Credit Cards or Money Orders made payable to the Pueblo de San Ildefonso are acceptable forms of payment. The rental Fee is refundable for a cancellation of the event, **but notice must be received two business days before the event or no refund**. Notice must be given in person, Fax to: 505-455-7351, phone to 505-455-2273, or by email to: barb@sanipueblo.org.

**Cleaning, Damages and Lost Key Deposit:** Renter must submit a refundable deposit. Renter must leave the facilities in a clean and satisfactory condition or the Pueblo will assess a cleaning fee which may not be over $100. This deposit is due with initial payment and will be refunded upon inspection of the facility and approval by the Pueblo. Cash deposit refunds will be mailed to the renter unless other arrangements with the Pueblo are made. Renter agrees to allow the Pueblo to charge up to $100 against the credit card supplied if the renter is assessed a cleaning fee.

**Lost Key fee.** You will be given a set of keys for the facility if the event is after hours. Keys may be picked up at the Governor’s office the business day prior to the event up till 2:00 pm unless other arrangements with the Pueblo are made. **You must return the keys within 1 business day after the event. Failure to return the key to the Pueblo will result in a lost key fee of $100.**

**General Terms and Conditions**

* 1. Renter agrees that the information provided above is correct, including but not limited to, rental hours, event type, number of guests, etc.
	2. Renter agrees to the above stated lost key fee, cleaning deposit and rental fee procedures.
	3. Renter agrees to be solely and completely responsible for the condition of the facility and to leave it in neat and clean condition, without damage. **Renter agrees to reimburse the Pueblo de San Ildefonso for all damages.** Renter must provide a Credit Card for Damages/Lost Key Deposit or in the alternative post a $150 cash Deposit which will be refunded if no damages and key returned on time. Renter agrees that if there are damages or a lost key fee assessed, the Pueblo may either charge against the Credit Card for the full amount of the damage and/or lost key fee, or if cash deposit, may reduce the amount of the deposit up to limit the deposit for any damages or loss key fee.
	4. **Alcohol Prohibited. The use, consumption, sale and possession of alcohol are prohibited on all Facilities and property.**
	5. In consideration for Pueblo de San Ildefonso granting the privilege to use certain facilities, the Renter agrees to defend, indemnify and hold harmless the Pueblo de San Ildefonso, its officers, officials, employees and agents, from and against all liability, claims, suits, judgments, and expenses, including court costs and attorney fees, on account of any injury, loss or damage, arising from or in any manner connected with this Rental Agreement, or if such injury, loss or damage is caused in whole or in part, or is claimed to be caused in whole or in part, by the acts, errors, or omissions of the Renter or the Renter’s family, employees, service personnel, guest, or agents with respect to the use or occupancy of the Facility, its amenities, parking lots, and the surrounding area.

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| **By signing below, Renter agrees to the terms and conditions above.** |
| **Renter Signature:** |  | **Date:** |  |
| **Receipt of Keys:** |  | **Date:** |  |

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**PUEBLO USE ONLY:**

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| Name of Event |  |
| Facility Requested |  |
| Date and Times |  |
| **Approval for rental:** |  | Date: |  |
| **Payment for Event** |
| Payment Received By: |  |
| Amount: |  | How Paid |  | Date |  |
| Deposited with Accounting or other arrangements made |  | Date |  |
| Signature of Accounting |  |  |  |
| **Return of Keys** |
| Keys Returned to: |  | Date |  |
| **Cancellation** |
| Cancellation Refund Notice timely? |  | Date |  |
| Cancellation Refund Made: |  | Date |  |
| PR made or other arrangement made |  | Date |  |
| **Cleaning Deposit** |
| Building Clean after event? |  | Date |  |
| Cleaning deposit returned: |  | Date |  |
| PR issued and check made or other arrangement made |  | Date |  |
| Mailed Date |  |  |  |
| **Damages/Lost Key Fee** |
| Deposit amount: |  | Date |  |
| Damage amount? |  | Date |  |
| Amount taken from deposit |  | Date |  |
| Balance owed or to be refunded |  | Date |  |
| Deposited with Accounting |  | Date |  |
| Signature of Accounting |  | Date |  |
| PR issued and check made or other arrangement made |  | Date |  |
| Mailed Date |  |  |  |