

Native Village of Gakona
P.O. Box 102, Gakona, AK 99586
Phone 907-822-5777 – Fax 822-5997 – www.nvgakona.com

FACILITY USE AGREEMENT

Event	Cost	Hours/Days	Total Cost
Per Hour (Tribal Members)	\$30		
Half Day (4 hours or less)	\$200		
Full Day (5 hours or more)	\$400		
Annual Meeting	\$750		
Kitchen Fee	\$100		
Mandatory Cleaning Fee	\$75		\$75
Refundable Potlatch Fee****	\$500		
Total Cost			
****Refundable potlatch fee – Renter agrees to perform a full clean up, return of any items used, and return of keys, otherwise forfeit the refundable potlatch fee.			

- **Garbage Dumpster use is not permitted for events longer than a ½ day. You must haul away the accumulated garbage from large events.**
- I agree to pay the Native Village of Gakona (NVG) the full price of rental and cleaning fee, as well as the cost of repair/replacement of any damages that may accrue from the event held at the facility. The NVG reserves the right to pursue any legal means necessary to collect payment for such damages. I agree that failure to pay for any additional costs will result in my inability to use the facility in the future, until the NVG receives full payment of said costs.
- I agree there will be no use of alcoholic beverages or illegal drugs on Gakona Village property due to this event. I understand that disregard for this rule will result in immediate shut down of activities, the removal of all persons from the premises and forfeiture of the rental payment as well as the return of the cleaning fee.
- I agree that adults will always supervise minor children, indoors as well as outdoors.
- I agree to not remove any items from the walls. Bulletin boards, kitchen or facility, nor will I use tape, staples, nails, tacks, etc. on any surface of the building or furniture.
- I agree to remove anything that I have brought to the building for my event.
- I agree to leave the hall and parking lot/lawn clean, including wiping down all furniture used, sweeping, moping and disposal of trash. If kitchen is used, it must be cleaned, including stove, refrigerator, coffee pots, sinks and flooring. Everything needs to be put back in its place, including cleaning products.
- I agree to return the key to the Gakona Village Council office within 24 hours of facility use. If I fail to do so, I understand and agree that I will be charged a \$200 fee.
- The renter shall indemnify, save and hold harmless, the Gakona Tribal Council from any and all claims for Renter's guest or licensee.
- **As a renter, I agree to abide by all the above stipulations regarding the use of the hall. I agree to always keep the hall and the surrounding property safe for all guests.**

By my signature, I agree to this facility use agreement and conditions.

Organization & Name of Responsible Person

Signature

Date

Event Name

Dates of Event

Times of Event

Phone Number of
Responsible Person

CLEANING CHECK LIST

Everything that is used or dirtied, while being occupied for your event, will need to be cleaned and put back where it was found, including:

- ☐ Coffee maker
- ☐ Chaffing dishes, plates, pots & pans, utensils, etc.
- ☐ Tables & Chairs
- ☐ Check all doors and windows to make sure they are shut and locked.
- ☐ Turn off any ceiling fans and bathroom fans that are running.
- ☐ Remove all decorations, materials, etc. from all areas that were placed by your group.
- ☐ Pick up trash outside the entire building, including cigarette butts that may be from your group.
- ☐ Remove all perishable food from the kitchen and refrigerator that may belong to your group.
- ☐ Counters, fridge, microwave, sink, stove
- ☐ Both bathrooms: toilets, urinals, sinks, mirrors, sweep & mop floors
- ☐ Sweep and mop floors including: kitchen, great room, hallway and bathrooms
- ☐ Garbage cans will be emptied, cleaned and returned to the storage room & new bags in all kitchen and hall cans that were out when you arrived. If you had a relatively small event, **put all garbage in dumpsters located outside the hall, and close the lids to dumpsters.**
- ☐ All cleaning products & tools put away safe from children

Reviewed and approved by:

_____ Date _____

Key Returned : ☐ Yes ☐ No Date Key Returned: _____

Check Received: ☐ Yes ☐ No Date Check Received: _____