

Oyate Community Center: Application for Facility Use

Please read the policies and procedures on page 3 of this application before filling out this application. Please type or print clearly. Rental deposit fees must be paid at the time of reservation.

USER INFORMATION			
Today's Date		Organization (If applicable)	
Contact Person		Primary Phone	Secondary Phone (Cell)
Address		City	State Zip
Email			

EVENT INFORMATION			
Event Date		Name of Event	
Event Description			
Time In	Time Out	Is this a reoccurring event?	
		Yes [] No []	
If yes, please describe reoccurrence			Date of last occurrence
Weekly [] Monthly [] Other _____			
Open to the Public			
Yes [] No []			

FACILITY NEEDS			
Facilities	Yes	Equipment	Yes
Single Meeting Room	[]	TV/VCR/DVD	[]
Oyate Center Hall	[]	Projector	[]
Kitchen	[]	PA System	[]
Storage Space	[]	Laptop	[]
		Extension Cords	[]

SCHEDULE OF USAGE FEES	
Deposit (Will be returned with the receipt of "cleanup checklist")	
Deposit	\$75.00
Space (General Public & Organizations)	4 hour block
Single Room	\$15.00
Oyate Center Hall	\$30.00
Kitchen	\$5.00
Space (Lakota Homes residents non-organizational use)	4 hour block
Single Room	\$5.00
Oyate Center Hall	\$20.00
Kitchen	\$5.00
Equipment	4 hour block
TV/VCR/DVD	\$5.00
Projector	\$15.00
PA System	\$10.00
Laptop	\$30.00
Please make checks payable to: Health Education and Promotion Council	

Policies for use of building:

1. All groups using the **Oyate Community Center** will treat the facility courteously and with respect. Your group is expected to leave the facility clean—if not cleaner than when you started your function.
2. All groups using the **Oyate Community Center** will complete the Cleanup **Checklist** (found on page 4 of this agreement) for each use. Deposits will be returned when all items on the checklist are satisfactorily met.
3. All groups using the kitchen are responsible to clean it thoroughly. All dishes, cookware, coffee/hot water pots, trays, stove, sink and counter tops are to be thoroughly cleaned and put back in their proper places. Utensils are to be thoroughly washed and put in the dish rack. Your group is also expected to launder dish cloths, towels and aprons and return them to the kitchen within one (1) week. Facility use form must be filled out and returned two (2) weeks prior to the date of your function.
4. Any changes to your event must be made one (1) week prior to date of function.
5. Open candles are NOT permitted—candles are permitted only with glass covers.
6. **NO smoking** is permitted in the facility and 100 feet from all entrances. The smoking policy does not include sacred or ceremonial use of non-commercial tobacco products such as sage, cedar, and canśaśa.
7. **NO alcoholic beverages** are permitted on the property.
8. In order to avoid scheduling conflicts, the use of the building/grounds must be confined to that portion and use requested.
9. Consumption of food and drinks should be limited to the open hall area. Food and drinks are not permitted by the computer lab. Water is the only food item that may be brought into the **Oyate Okizi Room**.

I, _____, have read and hereby agree to and accept all facility use policies
[Name of responsible party]

listed herein. Signed by: _____
[Signature of responsible party]

Completed forms may be mailed or faxed. Please verify our receipt of the form.

Health Education and Promotion Council
Attn: Center for Family Services
2430 Gnugnuska Drive
Rapid City, SD 57701
Phone: 605-791-4445
Fax: 605-791-4493

Health Education
and Promotion
Council

Oyate Community Center Cleanup Checklist

Kitchen

- Coffee machine unplugged, coffee grounds emptied, pot rinsed
- Dishes washed (if used)
- Counters and sink wiped

Commons

- Tables wiped
- Chairs returned to the location you found them
- Floors swept; mopped if muddy
- Lights turned off

Bathrooms

- Checked to make sure all toilets are flushed
- Checked to make sure there is no debris in sinks and on floor
- Lights turned off

Security

- Windows locked (Please double check even if you think the windows were not opened)
- Front door and side doors locked
- Front gate pad locked



**It's up to all of us to keep our Community Center looking its best – Pilamaya Yelo!
For immediate assistance text or call 877-4758.**