

Mexican Springs Chapter Usage Responsibilities/Guideline

THE REQUESTING PARTY AGREES TO THE FOLLOWING CONDITIONS

1. Chapter facility will be cleaned (sweep, mop, wipe tables/chairs [with bleach/water or sanitized wipes] and put away, empty all trash, pick up trash outside around the building, etc.) at the end of the event and before leaving the facility. All trash must be disposed of and trash bags must be provided by the requesting party.
2. Chapter properties/equipment(s) is not to be removed from the building.
3. The Chapter staff will schedule you on our calendar with the required documents:
 - a. an approved Facility Usage application by the chapter staff
 - b. a money order payable to: MEXICAN SPRINGS CHAPTER - P.O. Box 689 – TOHATCHI, N.M. 87325
4. **Chapter Key will NOT be given to party, chapter staff will be available to open building.**
5. Please control children. **DO NOT** leave unattended, should be under adult supervision at all times.
6. Keep children off the podium and **DO NOT** mess with the sound system and microphone.
7. Safeguard Padlocks at all times to prevent misplacements of items.
8. Store/Place all tables and chairs away properly after usage. Please wipe down the tables and chairs with bleach/water solution or sanitized wipes.
9. Do not break and enter into other rooms in the building, You are not authorized to use any other area except the meeting room and rest rooms.
10. Disposing of all trash is your **RESPONSIBILITY**; please dispose of any trash in parking lot, restrooms, meeting area and/ or chapter area.
11. Clean all areas used: Meeting area, Hallway, and Restrooms. **(Please bring your own cleaning supplies)**
12. Please turn off all light switches and thermostat if used.
13. Removal of your advertisement such as (poster, flyer, and banner etc.) is to be discarded after usage.
14. Be sure all Doors/Windows/Gates are locked and secured before exiting premises.

15. It is your responsibility to have some form of security outside during your activity, to help decrease the damages and vandalism to chapter/items.

16. MEXICAN SPRINGS CHAPTER IS NOT HELD RESPONSIBLE FOR ANY DAMAGES, THEFTS, INJURIES OR ACCIDENTS DURING TIME OF YOUR ACTIVITY.

17. When using the Facility during the weekend, any decorations must be done on the day you are requesting for the facility.

I _____, the requesting party, am responsible for any damages/loss of the Chapter properties and equipment(s), and the Mexican Springs Chapter Officials and Administration will not be responsible for injuries, loss of articles, or accidents. I will keep all children on the premises under control. I understand the above written conditions and agree to abide to it. I also understand that if do not clean up the building and around the facility or if there are any property damage to the building, inside the building and the vicinity of the chapter compound, I may not get my security/cleaning deposit refunded to me. Failure to abide by this condition may affect future use of the chapter facility.

1. I have read and understand the conditions and agree to abide by it.
2. I understand that if I do not fulfill my responsibility, it could affect future use of the facility.

Signature: _____ Date: _____ Time: _____

01.26.23/csam

Mexican Springs Chapter Building Usage Agreement

Applicant Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Contact Person: _____ Phone Number: _____

Purpose of Usage: _____

Date of Usage: _____ Time of Usage: _____

Number of People Expected: _____

Groups utilizing the building agree to clean all rooms occupied during hours reserved. The removal of garbage is held at your own responsibility. Please provide your own garbage bags and cleaning supplies. Lastly properly lock up building and gated padlocks, when exiting premises. Thank you we appreciate your understanding.

--**--Cleaning Deposit: \$100.00 (Refundable)

(Not abiding by responsibilities/guidelines will result in a NON-REFUNDABLE Deposit).

____ Resident Fee \$70.00 + \$4.20 NN Sales Tax 6% + Cleaning Deposit

Total Amount: \$ 174.20

____ Non-Resident Fee: \$ 80.00 + \$4.80 NN Sales Tax 6% + Cleaning Deposit

Total Amount: \$ 184.80

Please make payment Money Order Payable to Mexican Springs Chapter:

~Official Use Only~

- Payment Amount: _____ Initials: _____
- Money Order #: _____
- Receipt #: _____

I hereby certify that all of the above information is accurate. I have agreed to the terms and agreement above.

Signature

Date

Updated: 03.19.18/csam

Updated: 07.01.18/csam to reflect 6% NN Sales Tax increase

Effective 07.09.18/Resolution # MS-07-2018-08