



Tohono O'odham Ki:Ki Association
PO BOX 790 ❖ Sells, Arizona 85634
Indian Route 15 Milepost 8 Cememag Wo'g Road; Recreation Building 99, Fitness Building 100
Recreation Center: (520) 993-0280 Fitness Center: (520) 361-3962

**Hours of Availability: Monday-Thursday 8:00am - 8:00pm | Friday & Saturday 8:00am - 4:00pm
| Sunday 12:00pm - 5:00pm**

HANAM KE:K BUILDING REQUEST FORM

Type of Event for Use of Building: _____

Requesting to Use: ☐ Classroom ☐ Fitness Room ☐ Gymnasium ☐ Kitchen (No fires or cooking permitted)

Date(s) of Use: _____ To: _____ Beginning Time: _____ Ending Time: _____

Number of Participants Expected: _____

User name or Organization: _____ Contact Person: _____

Email: _____ Telephone (Mobile): (____) _____

Specific Needs/Requests (Check all that apply)

☐ Bleachers ☐ Stage ☐ TV

☐ Wi-Fi Connection ☐ PA

☐ Tables Qty: ____ / 10

☐ Chairs Qty: ____ / 40

Other: _____

Conditions of Use

- Sweep and mop floors after use
- Wipe down tables and chairs after use
- Clean kitchen and wipe down counters
- Dispose of excess food
- Spot check bathroom for cleanliness
- No fires or cooking permitted
- User is required to provide own utensils
- Empty all trashcans. (Dumpsters are outside)
- Start clean up 45 minutes before end time
- No call/no show or failure to abide will result in 3-month suspension

Use or possession of alcohol and other illegal substances are prohibited and will restrict future use of building.

I fully understand that this application **does not confirm** any request until **approved by Tohono O'odham Ki:Ki Association**, at which time I will be notified. A copy will be provided upon request. I also acknowledge that I understand and agree to all items and terms as outlined in the Building Request Application. Should any problems or emergencies arise that need immediate attention during my event, I will contact the TOKA staff immediately. I further affirm that I have completed this application with as much accuracy and detail as possible. **Applicant agrees to hold The Tohono O'odham Ki:Ki Association, its agents and employees harmless of any and all acts and/or omissions, and accepts sole responsibility for usage of the facility.** The undersigned on behalf of the above listed organization has read the Building Use Policy/Regulations and ensures compliance with these regulations.

SIGNATURE OF APPLICANT: _____

DATE: _____

Applicant's Printed Name: _____

FOR OFFICE USE ONLY

○ APPLICATION RECEIVED BY: _____

DATE/TIME: _____

○ ☐ APPROVED ☐ DENIED

○ TOKA STAFF SIGNATURE: _____

HKRC BUILDING USE POLICY

1. **Purpose:** To define the TOKA policy regarding the use of the Hanam Ke:k Recreation/Fitness Center

2. **General Provisions:**

- a) Any individual or organization requesting the use of the TOKA's building or property must contact TOKA to check on availability and complete a Building Request Form. At the time of request, the requester will be given a copy of this policy and a brief description of the exception for use of the building.
- b) TOKA community building/rooms are available for meetings, parties and other functions from 8:00am to 8:00pm (Mon. - Thurs.), 8:00am to 4:00pm (Fri. & Sat.), and 12:00pm to 4:30pm (Sun.). Hours are subject to availability. Use beyond set times is subject to prior approval by the Executive Director. Additionally, individuals using facilities will not exceed the maximum number of occupants for the facility (90).
- c) All events held in TOKA's HKRC building and facilities shall be alcohol and drug free.
 - Exceptions to this policy will be reviewed and approved/denied by the Executive Director.
- d) Any damage to the facility will result in the cost of repairs being charged to the requester.
- e) Failure to notify TOKA 24 hours in advance of the event will result in 3 month suspension from ability to use/reserve building.

3. **Additional Provisions:**

- a) Reservations are made on a first come first served basis.
 - Requests must be sent in before the 1st of every month.
 - Duration of request must not exceed 3 months.
- b) After the completion of the meeting or other activity, the chairs and tables must be returned to their original place.
- c) An adult must supervise children in TOKA buildings at all times.
- d) Only TOKA Staff may adjust thermostats.
- e) All users must designate a contact person and provide their name, phone number, and email to TOKA at the time of the request. This contact person will be responsible for set-up and clean-up of the building.
- f) Users will refrain from entering offices within the building and are prohibited from using office equipment or removing office supplies. All users must supply any needed materials (i.e. pencils, paper, staplers, cutlery, napkins, etc.)
- g) All trash will be collected and disposed of by the organization using TOKA's HKRC building. This includes the clean-up of areas outside of the building that were used by the organization. Dumpsters are located in parking lot, next to building.
- h) The use of any kind of confetti is prohibited.
- i) TOKA reserves the right to rescind permit to use; or request that users relocate their meeting or function at any time.
- j) The use of or possession of alcohol or other illegal drugs are prohibited and will restrict future use of the TOKA building.
- k) Failure to follow any of the guidelines in this policy will result in the 3-month loss of building use privileges for future functions or activities. The suspension of building use privileges will be determined by TOKA

4. **Non-Negotiables**

- a) All floors of the TOKA community building must be swept and mopped after use;
- b) All trash must be collected and disposed of (including surrounding areas) and placed in the dumpster. This includes any areas outside as well;
- c) All tables and chairs must be cleaned, stacked and put away. Any tables and chairs that were set up prior to use of the building must be returned to their original place.
- d) Kitchen countertops must be cleaned.
- e) The stove/oven usage is permitted..
- f) Outdoor areas must be cleaned.
- g) Any food left over must be disposed of by the users before vacating the building.
- h) Users are required to bring their own utensils (i.e. cooking pots, dishes, utensils, cups, glasses, etc.).
- i) Restrooms must be checked for cleanliness (please remove baby pampers and dispose in outside dumpster)
- j) All decorations must be removed including tape, etc.
- k) Malfunctioning appliances, plumbing facilities, plugs, etc. must be promptly reported to TOKA Staff