



SHERWOOD VALLEY RANCHERIA

MULTIPURPOSE ROOM USE APPLICATION AND AGREEMENT

Name of Applicant: _____ Date: _____

Address: _____

Phone Number: _____ Date(s) of Use: _____

Name and Title of Applicant/Representative: _____

Time of Use: Beginning at _____ Ending at _____

Meeting Purpose: _____

Number of People Expected: _____

**ABSOLUTELY NO ALCOHOL OR DRUGS ALLOWED IN OR AROUND
COMMUNITY ROOM OR TRIBAL OFFICE.**

APPLICANT IS RESPONSIBLE FOR HIS/HER OWN GUESTS

I have read and understood that the Rules & Procedures for use of the meeting room attached hereto and agree to follow each of those rules. I have examined the room and except as noted below the room was clean and in good repair.

- Room is free to Tribal Members
- \$25.00 fee to Non Tribal Members

Exceptions: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Room Available Yes No Clean After Use: Yes No

Comments: _____

Signature: _____ Date: _____

**SHERWOOD VALLEY TRIBAL OFFICE
MULTI-PURPOSE ROOM USE
RULES AND PROCEDURES**

**There IS Absolutely NO SMOKING,
ALCOHOL OR DRUGS ALLOWED.**

CHECK LIST FOR CLEANING AND CLOSING PROCEDURES

**CLEANING SUPPLIES LOCATED UNDER KITCHEN SINK AND DISH
TOWELS IN DRAWER UNDER MICROWAVE**

- NO TACKS OR STAPLES ON WALLS
- WASH AND PUT AWAY DISHES
- CLEAN STOVE AND OVEN
- CLEAN COFFEE POT
- CLEAN TABLES AND COUNTERS
- SWEEP AND MOP FLOORS IF NECESSARY
- MOVE TABLE AND CHAIRS BACK TO ORIGINAL LOCATION
- CLEAN RESTROOMS
- PICK UP ALL TRASH INSIDE AND OUTSIDE
- LARGE PARTYS / TAKE TRASH OUT TO DUMPSTER LOCATED
AT NORTH EAST CORNER OF BUILDING
- TURN OFF STOVE
- TURN THERMOSTATS HEAT/AIR TO OFF POSITION
- MAKE SURE REFRIGERATOR AND FREEZER DOORS ARE SHUT
- TURN OFF ALL LIGHTS
- MAKE SURE ALL DOORS ARE LOCKED INCLUDING RESTROOM
DOORS
- PLEASE LEAVE BUILDING IN THE CONDITION YOU FOUND IT

PLEASE RETURN ANY KEYS ISSUED AS SOON AS POSSIBLE

Signature: _____ Date: _____