



Mí sq' eq' ó Community Building

RESERVATION CHECKLIST

| | ACTIVITY: | COMPLETED: |
|-----|---|-------------------|
| 1. | Check with Administration Reception to see if your date is available. | |
| 2. | Complete the Usage Application, sign the Use Policies and Procedures and return them to the Administration Reception. | |
| 3. | Pay damage deposit (\$150) to the Nooksack Indian Tribe Accounting Department. | |
| 4. | Present receipt to Administration Reception and she will: <ul style="list-style-type: none"> ▪ place your event on the community building calendar; ▪ schedule your walk through appointments (pre and post); ▪ complete “Office Use Only” section of usage application; ▪ complete the Day of Event Form (contact person signs this form); ▪ provide you with a copy of all documents (check list, usage application, use policies and procedures, Day of Event Form, Inspection List and cleaning checklist); ▪ scan each document and attach them to the calendar event; and ▪ send a calendar event e-vite to Daleno for the pre-event walk-thru if the organization/contact person is requesting the PA system. | |
| 5. | Administration Reception will call you with a reminder of pre-event walk through appointment one (1) day prior to the appointment. | |
| 6. | Three days prior to event, organization/contact person shall pay usage fee and present receipt to Administration Reception. Administration Reception shall pull your file and fill in the area of the form pertaining to the fee payment; then provide organization/contact person with a copy of usage application. | |
| 7. | Organization/contact person - take part in the pre-event walk through and provide a copy of Inspection List to Administration Reception. | |
| 8. | Organization/ contact person – host your event. | |
| 9. | Organization/ contact person – attend the post-event walk through. Once the inspection is complete, the organization/contact person shall present Inspection List to Administration Reception in order to receive a refund of damage deposit. | |
| 10. | If the Community Building is clean and undamaged, your deposit check will be returned within 10-14 days. If there are damages, they will be assessed and you will be charged accordingly. | |

Thank you for using the Community Building respectfully and responsibly!