

OFFICE OF THE GOVERNOR

Phone: (505) 869 - 1808

Fax: (505) 869 - 7596



PUEBLO OF ISLETA

Rental Agreement

Date Received _____

Tribal Member: _____ I # _____

Mailing Address: _____

Phone Number: _____ Cell Phone Number: _____ E-MAIL: _____

Type of Event: _____

Date of Event: _____ Time of Event: _____

This Agreement dated _____ is entered into by the Pueblo of Isleta (POI /

Pueblo) and _____ (Tribal Member).

Premises and Rental Fee

Check One Box:

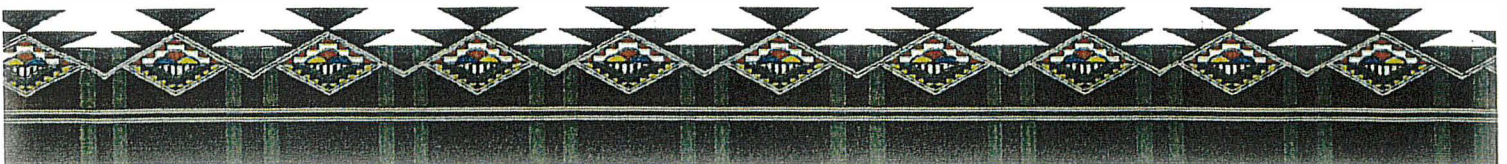
☐ The Pueblo hereby agrees to rent the Pueblo of Isleta Reception Hall located at 191 Tribal Road 2, Bosque Farms NM 87068 to the Tribal Member for the date(s) and time of the event listed above.

☐ The Pueblo hereby agrees to rent the Court House located at 51 Tribal Road 35, Isleta NM 87022 to the Tribal Member for the date(s) and time of the event listed above.

Damage Deposit & Rental Fee

The damage deposit & rental fee are to be payable via two separate money orders. The Pueblo requires a refundable damage deposit in the amount of \$200 in a money order for the Reception Hall or a damage deposit in the amount of \$50 in a money order for the Court House which is due to the Governors Office the week of your event. The Pueblo also requires a money order paid in the amount of \$250 for the rental fee for the Reception Hall and or a money order paid in the amount of \$100 for the rental fee for the Court House to be paid to the Governor's office within 48 hours of your reservation, or the next business day if made on a Friday. If your reservation is made over the phone, the Governor's Office will not hold your reservation date for longer than 48 hours unless payment is received.

The Pueblo will inspect the premises and determine if any funds will be withheld from the damage deposit. In the event damages exceed the deposit and the Tribal Member does not pay the Pueblo within 30 days after notification of damages, the Tribal Member acknowledges that the pueblo may pursue any and all lawful remedies to recover the cost of damages, including but not limited to, withholding from any future tribal distributions. If there are no damages to the rented facility, the damage deposit will be returned within 30 days.



Cancellation

In order to receive a full refund of any fees paid, cancellations must be made 7 days prior to the scheduled event. If a cancellation occurs within one week of the event, your rental fee will not be refunded.

Liability

The Pueblo assumes no responsibility for personal injury or for the loss or damage to any property of the Tribal Member or its patrons, employees, contractors, invitees or guest due to fire, theft, tornado, weather conditions, or the negligent or intentional acts of the Tribal Member or its guest or invitee, or any third party, or other incident. The Tribal Member agrees to defend, hold harmless and indemnify Pueblo of Isleta from any or all claims, damages, expenses, cost, fees (including attorney, fees) and liabilities of any type whatsoever arising under or as a result of this lease. The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the Pueblo of Isleta. Nothing in this agreement shall be construed as a waiver of sovereign immunity by the Pueblo of Isleta.

Rules and Responsibilities

The Tribal Member agrees to abide by all rules and conditions imposed by the Pueblo. It is the responsibility of the Tribal Member to ensure all guests, invited or not, abide by the rules and conditions. A copy of rules and conditions will be provided to the Tribal Member upon execution of this Agreement. Any damages to the hall and/or violations of the rules and conditions will result in a loss of deposit and/or additional fines and fees.

IN WITNESS THEREOF, the parties have executed this Agreement effective as of _____

Tribal Member:

Pueblo of Isleta:

Governor

Print Name: _____

Administrative Use Only

Date Rental Received : _____ Amount: _____ Receipt #: _____

Date Damage Deposit Received: _____ Amount: _____ Receipt #: _____

[] Date Key Issued _____ [] Key # Issued _____ [] Date Key Returned _____

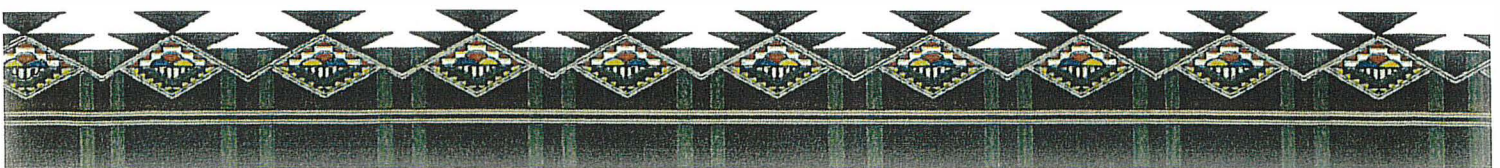
[] Employee who Received Key _____

[] Date & Time of Inspection _____ [] Inspected by Employee _____

[] Deposit Withheld (☐) No or (☐) Yes

[] Date Deposit Returned to Tribal Member _____ Explanation)

If Yes amount withheld _____ (Attach Photos and Explanation)





PUEBLO OF ISLETA

Rules and Conditions

The Tribal Member hereby agrees to ensure all visitors follow the rules and conditions set forth below:

1. **Use of alcohol and drugs is strictly prohibited.**
2. Firearms, explosives, fireworks, and weapons of any kind are NOT permitted.
3. All events must conclude by 10:00 pm and clean up completed by 11:00 pm the same day as the event, unless otherwise specified in the rental agreement.
4. **Contact Pueblo of Isleta Public Works Department Prior to Event End.** Tribal member is required to contact the Pueblo of Isleta Public Works Department at (505) 388-8390 one hour before the event is scheduled to end to ensure that a representative from the Pueblo is available to verify that the close out checklist has been completed and the facility has not been damaged.
5. At no time can a Tribal Member reserve both the Reception Hall and Court House for the same day.
6. Traditional Activities will take precedent over any and all reservations. Traditional Activities that are not scheduled on a set time may take place on the scheduled date of the event and are subject to be cancelled with short notice.
7. **Damage Deposit.** A refundable damage deposit must be provided to the Governor's Office and is due the week of your event for either the Reception Hall or the Court House. Damage deposits must be made via money order only.
8. **Rental Fee.** Your rental fee is due within 48 hours **to the Governor's Office** and must be paid via money order. The Governor's Office will not reserve the facilities for you until you have signed the Rental Agreement and the Rules and Conditions, and you have paid the rental fee. If you cancel your reservation less than a week prior to your event, you will forfeit your rental fee. **If you do not pay your rental fee on time, the Governor's Office reserves the right to cancel your reservation.**

9. **Pick up keys.** If your reservation is on a weekend, keys can be picked up from the Governor's Office before 4:00 pm on the Friday before your event. The keys must be returned to the Governor's Office or to a representative designated by the Governor's Office before 4:00 pm on the Monday following the event. If your reservation is on a weekday, keys must be picked up from the Governor's Office before 4:00 pm the day before your reservation and must be returned to the Governor's Office before 4:00 pm the day following your reservation. **If you do not return the keys in a timely manner as set forth by these Rules and Conditions, the Governor's Office reserves the right to retain your deposit.**
10. **Return of Deposit.** If there is no damage to the facility and the keys are returned in a timely manner, the Governor's Office will return your deposit within 10 days.
11. Smoking and use of other tobacco products including e-cigs and vaping are NOT permitted inside the building at any time.
12. Absolutely no alteration, add-ons, or improvements of any nature shall be made to the premises.
13. Decorations are allowed to be hung from designated areas. No tape, tacks, nails, etc. on the walls or flooring. NO hanging of decorations or any other items off the vent work or piping.
14. No cutting of any sort on any tables and cabinets, must use cutting board. Do not use abrasive materials or scrubbers on countertops and appliances.
15. Tribal Member will be responsible for providing extra trash bags, paper towels, cleaning rags, and cleaning products.
16. The Reception Hall is to be swept and fully mopped with water only. Please follow the posted instructions in the designated area.
17. All Trash from the reception hall and Court House is to be disposed of.
18. Animals are not allowed in the building with the exception of licensed service animals.
19. Music, if used must be confined to the Reception Hall or Court House and may not be played as to violate community noise regulations. PA systems and/or music must stop by 10 PM. **Please note that DJ's, Live Bands and dance floors are not permitted** in either the Reception Hall or Court House.
20. The Pueblo of Isleta is not responsible for any audio/visual equipment damages.
21. Jumpers and Barbeque grills are the sole responsibility of the lessee or designee person (s). Children must be supervised by an adult at all times.

22. Chairs or tables are **NOT TO BE REMOVED** from the facility. Do not drag tables, heavy items, or any other item across the floors. A current inventory checklist will be provided for you at the time you are provided with keys to the Reception Hall or Court House. Failure to complete the Reception Hall or the Court House checklist may result in a longer deposit return.
23. All food, pots, pans, and any other equipment must be removed at the end of event. Overnight storage of food is strictly prohibited and if food is left behind, you may lose your deposit. **Pueblo of Isleta is not responsible for items left behind.**
24. Persons deemed to be disturbing the peace and breaking any laws, the Pueblo of Isleta reserves the right to have local police remove from the Reception Hall building and premises.
25. The Tribal Member will ensure that all windows, doors, gates are locked at the conclusion of the scheduled event.
26. The Tribal Member is required to clean the facility and ensure the facility is in the same condition that it was prior to the event starting.
27. The maximum occupancy of the Chical Reception Hall is 230. The maximum occupancy of the Court House is 75.

I _____ acknowledge that I have received and reviewed the Rules and Conditions to rent the Reception Hall or Court House. I understand that the Governor's Office reserves the right to cancel my Reservation if I do not pay the Rental Fee on time or if there are traditional activities taking place. I understand that damage to facility or failure to return the key may cause me to forfeit my damage deposit.

Tribal Member Signature

Date

Acknowledged By:

Governor or his designee

Date