



COEUR D'ALENE TRIBE

Facilities Department

44391 S. Hwy 95 * Worley, ID 83851
P.O. BOX 408 * Plummer, IDAHO 83851
(208) 686-4315 • Fax (208) 686- 8314

Use Agreement * DeSmet Longhouse * Worley Longhouse

Name of Responsible Party: _____

Address: _____

Phone Number: _____ (Please provide contact number in case we need to contact you for cancellations)

All Personal use other than for a Funeral will be charged a \$75.00 refundable cleaning deposit and an additional \$50.00 deposit for the A/V system with microphones. These deposits will be due when keys are picked up. All set up and clean up will be the responsibility of those using the Longhouse.

DeSmet Longhouse Worley Longhouse Date of Use: From: ____/____/____ to: ____/____/____

Nature of Activity: _____

Requesting Use Of:

_____ Chairs (#) _____ Tables (#) _____ Audio System _____ Microphones (#)

_____ Video System _____ Window Shades _____ Kitchen

Please list number of tables and/or chairs you will be using. Also please describe the type of kitchen use if you plan to use the kitchen facility. If you plan to use the Audio, Microphones or Video Systems you will have to schedule training with Tribal Facilities for these systems, before the day of your event. Tribal Facilities will not have staff available for technical support after Tribal business hours or on the weekends.

KEYS MUST BE RETURNED TO THE TRIBAL FACILITIES OFFICE ON THE NEXT BUSINESS DAY AFTER YOUR EVENT!!!!!!!!!!

Signature: _____

Key Number: _____

PLEASE NOTE THE FOLLOWING

1. **Deposit(s) to be presented with use agreement.**
 2. **Applicant and or Tribal Programs will be responsible for any damage occurring during building use.**
 3. **There will be no alcoholic beverages on the premises.**
 4. **Absolutely No Smoking inside the building**
 5. **The Longhouse building and all equipment used must be cleaned and serviceable when function is over or usage privileges (For Applicant and or Activity) will be suspended for the period of not less than six months.**
 6. **Cancellation of reservation must be made 24 hours in advance.**
 7. **We reserve the right to refuse admittance of any person(s) or group(s).**
 8. **Tribal Council will not tolerate duplication of keys.**
 9. **Funerals take precedence over all other activities. Your building reservation may be cancelled due to a funeral.**
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1. **APPLICANTS WHO FAIL TO COMPLY WITH USE AGREEMENT WILL BE SUBJECT TO SUSPENSION OF USAGE PRIVILEGES AND FORFEIT THE \$75.00 CLEANING DEPOSIT AND/OR \$50.00 A/V DEPOSIT.**
 2. **TRIBAL PROGRAMS WILL BE RESPONSIBLE FOR CLEANING THE SAME AS OTHERS.**
 3. **THE TRIBAL FACILITIES OFFICE WILL DO SCHEDULING FOR THE ALL LONGHOUSE USE.**
 4. **APPLICANT AND OR TRIBAL PROGRAMS WILL BE RESPONSIBLE FOR ANY DAMAGE OR THEFT OCCURRING DURING HOURS OF USE.**
 5. **FOLLOW THE CLEANING CHECK LIST.**
 6. **BUILDING WILL BE INSPECTED AND INVENTORIED BEFORE DEPOSIT IS REFUNDED.**
 7. **TURN OFF ALL LIGHTS AND MAKE SURE ALL EXTERIOR DOORS ARE LOCKED.**

**COEUR D' ALENE TRIBAL LONGHOUSE
APPLICATION USE AGREEMENT
CLEANING CHECK LIST**

KITCHEN

- ___ Clean stovetops, grease trays, wipe ovens.
- ___ Wash and put away all dishes and utensils.
- ___ Empty unused coffee from pots and wash.
- ___ Remove all food from refrigerator & freezer then damp wipe.
- ___ Wash off counter tops and remove all items.
- ___ Sweep and mop floor.
- ___ Make sure ovens; burners, etc are all turned off.
- ___ Turn off television.

RESTROOMS

- ___ Clean toilets and urinals, wipe outside of toilet bowls, sweep and mop floor, wash mirrors, sinks and door handles.
- ___ Showers, damp wipe walls, sweep and mop floors.

AUDITORIUM

- ___ Sweep and mop floors where needed, vacuum all carpets.
- ___ Damp wipe tables and chairs then replace in storage racks in chair room.
- ___ Gather garbage from Kitchen, rest rooms, auditorium and put into dumpster. Replace all garbage can liners.

DOORS

- ___ Make sure the doors are securely shut and locked, front, rear and side.

AUDIO/VIDEO SYSTEM

- ___ Make sure all instruction for use and shutdown of system are followed.

KEYS

KEYS ARE TO BE RETURNED TO THE FACILITIES OFFICE BY THE NOON OF THE NEXT BUSINESS DAY AFTER THE END OF THE FUNCTION. TRIBAL FACILITIES DEPARTMENT OFFICE HOURS ARE Mon. - Fri. 8:00am-4:30pm.

The facility will be inspected and inventoried BEFORE any deposit is refunded.

WE TAKE PRIDE IN OUR TRIBAL LONGHOUSE SO PLEASE HELP US KEEP IT LOOKING NICE FOR THE NEXT GROUP THAT USES IT.