

# Tohono O'odham Nation Recreation Division

## FACILITY USAGE APPLICATION

Center:  Sells  San Xavier  Pisinemo  Hickiwan  Al Jek  
Date(s) of use: \_\_\_\_\_ To: \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_  
Time: \_\_\_\_\_ To: \_\_\_\_\_ Expected # of persons: \_\_\_\_\_  
Purpose of request: \_\_\_\_\_  
Requester's Name or Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
Email: \_\_\_\_\_

## FACILITY (List specific field and room when applicable)

Multi-Purpose Room (MPR)  Softball Field  Kitchen  Field Lights  Game Room  
 Soccer/Football Field  Gymnasium  Ramada  Amphitheater  Grills  
 Other: \_\_\_\_\_

## SET UP

(This is for the MPR and Game Room ONLY, if requesting gymnasium all set-up is done by requester)  
There is a limited number of tables and chairs for up to 75 people maximum, requester must provide their own tables and chairs for events above 75 people. NO EXCEPTIONS.

Classroom Style  Theater Style  Chairs Only  Square  Horse Shoe  
 Bleachers  Other: \_\_\_\_\_

(If there are special instructions attach a detailed description)

## CLEAN UP

It is the responsibility of the requester to clean up the area they use. Requester must fill out a clean checklist provided by staff. The facility should be inspected by the requester and staff both prior to and after use. The recreation division will provide all necessary cleaning supplies for the areas used.

Requesters Initials: \_\_\_\_\_

## FUNDRAISING

Fundraising events will ONLY be allowed when it is a direct benefit to a recognized community organization or event (schools, non-profit, churches, volunteer committees, nation's departments). The Recreation Division will require an official letter of endorsement from said organization. Memorial tournaments, family fundraisers, BINGO's, dances etc. are permitted within normal business hours and with approval.

## EXPECTATIONS

- The Tohono O'odham Nation Recreation Division's activities, events and programs etc. have **PRIORITY** before any request(s) for any of the facilities, areas, and ball fields.
- To ensure fairness and usage availability for all community members, departments and programs long-term facility usage will need to be approved by the Recreation Operations Manager and/or the Director of Education.

- Any facility requests over a two (2) week/14-day period will need approval from the Recreation Operations Manager and/or the Director of Education.
- No facility request will be approved outside of normal business hours. (See center hours, requester should include set-up and clean-up times in their request).

I fully understand that this application does not confirm any requests until approved by the necessary parties. The requester will be contacted by email or phone upon approval or denial. A copy will be provided upon request. I acknowledge, understand and agree to all items and terms as outlined in this facility request/usage application. Should any emergencies happen during my request I will contact Center staff immediately. I further affirm that I have completed this application to the best of my ability and as detailed as possible. Future facility request/usage can be denied for requesters that do not follow Recreation Division policies, guidelines, rules, codes of conduct, etc.

Applicant agrees to hold The Tohono O’odham Nation Recreation Division its agents, employees and volunteers harmless for any and all acts and/or omissions and accepts sole responsibility for the request/usage of the facility.

Requesters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 (Division Use Only)

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved       Denied

Services Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved       Denied

Operations Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved       Denied

RECREATION DIVISION

