



# Bois Forte Facilities Use Form

Name of Group or Family's Last Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Service:

Wake  Funeral Memorial Dinner  Meeting  Birthday  Baby Shower

Other \_\_\_\_\_ Date(s) Needed: \_\_\_\_\_

Room you are requesting:  Vermilion Community Center  Vermilion Wellness Center

Nett Lake Government Building:  Eagle Room  Bear Room

Nett Lake Community and ENP Building

*(If using for Wake/Funeral you **DO NOT** have to answer the following questions)*

Time of use: \_\_\_\_\_  A.M./  P.M. to \_\_\_\_\_  A.M./  P.M.

Equipment needed: \_\_\_\_\_

Kitchen needed:  YES  NO Expected number of Attendees: \_\_\_\_\_

**Groups or individuals making requests will be held responsible for conduct, adherence to allotted time, cleanup and any damages.**

**Children must be supervised at all times and security must be provided for large groups of children. Individuals requesting use of the building must be at least 18 years of age. Requests are subject to adjustment and review. Reservation Business and Community Councils have priority over other areas.**

**Wakes and/or Funerals will be given first priorities. NO EXCEPTIONS!**

*(If there is a wake on the day you requested you would/will be automatically denied.*

*There will be a notice that an event will be cancelled if a wake or funeral is scheduled after initial application approval)*

**By signing below, I acknowledge that I received a copy of the "Policy Establishing Guidelines, Fee Schedules, Damage Deposits, & Building Usage parameters for the Bois Forte Public Tribal Buildings Located on the Nett Lake and Vermilion Sectors of the Bois Forte Reservation" and the Bois Forte Damage Deposit and Scheduling Fees" Form and agree to comply with all Terms of conditions outlined in those materials.**

Requester Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**For office use only:**

Application received on: \_\_\_\_\_

Damage Deposit collected:  Yes  No Date Collected: \_\_\_\_\_

Liability Form Signed on: \_\_\_\_\_

Facilities Management or Designee Signature: \_\_\_\_\_

APPROVED

NOT APPROVED

# **POLICY ESTABLISHING GUIDELINES, FEE SCHEDULES, DAMAGE DEPOSITS & BUILDING USAGE PARAMETERS FOR THE BOIS FORTE PUBLIC TRIBAL BUILDINGS LOCATED ON THE NETT LAKE AND VERMILION SECTORS OF THE BOIS FORTE RESERVATION**

## **PURPOSE**

The Bois Forte Government and Public Tribal buildings in both Nett Lake and Vermilion were designed, constructed, and financed principally with public funds to serve as multi-purpose activity centers for the general public. The public is encouraged to use the Bois Forte Government and Public Tribal buildings. The following guidelines are official Bois Forte Tribal Council Policy designed to promote orderly and harmonious use of the public facilities.

## **USE**

The Bois Forte Government and Public Tribal buildings are available for public meeting(s) purposes such as, but not limited to, community groups such as Boards/Commissions, Council-sponsored committees/focus groups, or other related community activities. The Bois Forte Government and Public Tribal Buildings DO NOT allow political use for campaigning. The Bois Forte Government and Public Tribal buildings will also be available for other public and private meetings across the broad spectrum of civic activities including but not limited to, religious, social, fraternal, or other non-profit organizations whose membership provide service and support to the community at large. Additionally, the Bois Forte Government and Public Tribal buildings will be available for private parties, weddings, reunions, business meetings, and certain other for-profit commercial enterprises like dances, fundraisers such as food sales/car washes, etc., providing these functions do not interfere with scheduled public use. Use of the lobby area in the Bois Forte Government and Public Tribal buildings should be limited as to not to disturb Tribal Operations during regular business hours.

## **AVAILABILITY**

The Bois Forte Government and Public Tribal building facilities have been constructed to be multi-use. Portions of the facilities are generally available Monday-Thursday from 7 A.M. to 10:00 P.M., and Friday, Saturday and Sunday from 7 A.M. to 1:00 A.M. All use is subject to availability. Permission may be granted by the Facilities Management for variation from this schedule.

## **RULES AND REGULATIONS**

The Bois Forte Reservation Tribal Council reserves the right to refuse rental to any person or group. The facilities are available to any individual over the age of 18 at the time of the application.

Individuals using Bois Forte Government and Public Tribal Buildings under this policy are solely responsible for any loss, theft, damage, injury, or illness (collectively, "loss") that arises related to their use. The Bois Forte Band of Chippewa (the "Band"), including the Bois Forte Tribal Council, assumes no liability for any Loss that arises related to individuals' use under this policy, and the individuals release the Band from any liability for such Loss.

Smoking is prohibited in all Bois Forte Government and Public Tribal buildings and there is no smoking within 50ft. of the buildings. Smoking is allowed only in the designated smoking areas.

The use of drugs and alcohol is prohibited in all Bois Forte Government and Public Tribal buildings.

The Bois Forte Tribal Council reserves the right to require the use of security, at the expense of the renter, at any event where the Tribal Council feels it is appropriate. The applicant shall be responsible for costs associated with an RTC-approved overseer or security, if you can't provide one, the facility manager will recommend a volunteer.

While use of the decorations is allowed. The use of tacks, nails, or staples for hanging any decoration(s) is NOT allowed on any wall surfaces. Masking tape is the preferred acceptable means of securing decorations. Use of other types of tape is prohibited as well as other sticky substances that would mark or mark the surface. You may not hang decorations of any kind from the ceilings or lights.

The use of ladders, of any kind, is prohibited inside or outside any of Bois Forte Government and/or Public Tribal buildings. We do allow ladders if you hired a licensed decorator(s)

Any group or organization shall utilize the facility maintenance cleaning supplies and be responsible for cleanup and closure activities including:

- ❖ Building users are requested to contact the Facilities Management prior to an event so that set-up requirements and layout are clarified. The Tribal Council prefers that the building user perform the set-up and take down of tables and chairs. The Facility employee will return them to the storage area.
- ❖ Cleaning of the kitchen area thoroughly, hot water, soap and cloths are provided to do a good job. Clean sinks, stoves, refrigerators and counter tops. Remove all personal items, including leftovers before leaving.
- ❖ Sweeping of areas used is required. Mopping is not required and will be done by the Facility employees.
- ❖ Washing, with provided cleaning solution, all tables and any chairs that have spillage of any kind on them.
- ❖ Washing and storage of all used dishes, cups, glasses, and silverware. If dishes are broken please
- ❖ report and leave them in a safe place, so we can see what's broken to order and replace the necessary item(s).
- ❖ Removal of all decorations and disposal of all garbage in the garbage can. All decorations must be removed when you leave the building.
- ❖ Building users are required to empty all trash receptacles and place all bagged trash into the big trash bin located outside of the Facilities.
- ❖ Use of building equipment (chairs, tables, etc.) off Bois Forte Tribal property is strictly prohibited. No tables or chairs are allowed outside the building. Closing of all windows that have been opened.
- ❖ Double check to see that all lights, ovens, and stoves are turned off and that all doors are locked.
- ❖ Reporting, repairing, replacing, any damaged or loss of facilities equipment within 24 hours of activity.
- ❖ All applicants for kitchen must meet with the Facilities Management prior to kitchen use.

A complete inspection of the Bois Forte Government and Public Tribal buildings will be done the next day or as soon as possible to determine if everything is in order. If everything is in its place and no damage occurred, your damage deposit will be returned.

The Facilities Management or their designee is authorized by the Bois Forte Reservation Tribal Council to schedule and control the use of the Bois Forte Government and Public Tribal buildings in accordance with this policy, including rental charges to help defray operational expenses for non-government use.

The Bois Forte Tribal Council reserves the right to require a facility approved overseer to oversee any event within the facility covered by this policy.

The Bois Forte Tribal Council shall deny the use of any of the facilities to any individual, group or organization that is not current with any payments due to the Bois Forte Tribal Council or its programs.

Failure to comply with guidelines or rules established by the Bois Forte Reservation Tribal Council regulating the use of any of the Bois Forte Government and/or Public Tribal facilities would be cause for the forfeiture of future use privileges.

#### **APPLICATION PPROCEDURE**

- ❖ Use of the Bois Forte Government and Public Tribal buildings will be handled so far as possible on a first come, first served basis.
- ❖ Reservations will be accepted by telephone or email; however, a completed application shall be submitted within two (2) weeks of the reservation. If a written application is not received, the reservation will be voided.
- ❖ Application forms may be obtained at the Bois Forte Government and Public Tribal buildings during normal business hours or be mailed to the applicant.
- ❖ The applicant that completes and signs the Facilities Use Form is required to be present during the facility use, and shall be responsible for safekeeping of the building and equipment, and any Loss arising from the use.
- ❖ Application blanks shall be fully completed by requesting organizations and returned to the Facilities Management at least two (2) weeks prior to the scheduled use with the exception of any unforeseen circumstances which may be cancelled (i.e., funeral).
- ❖ The purpose of the sponsoring organizations, groups, or individual's program shall be accurately described when a reservation is requested. Any advertising or publicity shall clearly state the purpose of the program.
- ❖ The applicant must contact the Facilities Management to arrange entrance into the facility, during normal business hours the day of the reservation or by 2:00 P.M. Friday if the use is on Saturday or Sunday.
- ❖ Set-up the evening prior to an event is allowed if the building is available.

Upon the return of the filled-out facilities use form the damage deposit fee is required by the applicant. All rental fees must be paid during regular business hours from 8:00 am to 4:00 pm at the front desk to the receptionist at the Bois Forte Government building which in return will be given a receipt.

Cancellation must be made 24 hours prior to the event's start time or your deposit will be forfeited.

The damage deposit will be held by the Bois Forte Tribal Accounting Department and returned upon satisfactory inspection of the premises and inventory checklist. The damage deposit covers any physical, structural, or other related damages to the facility itself, it also covers theft of equipment or supplies (i.e., table, chairs, kitchen inventory, memorabilia, etc.). The Bois Forte Tribal Council does retain the right to file a claim beyond damage deposit in order to recover to replace these items.

Ask the facilities management for a list of equipment you can use.

## Bois Forte Damage Deposit and Scheduling Fees

**Note: There Is Both a Scheduling Fee and a Damage Deposit  
FUNERALS are FREE**

| Bois Forte Government and Public Tribal Buildings | Scheduling Fee Tribal Member No Kitchen | Scheduling Fee Tribal Member Kitchen | Scheduling Fee Non-tribal No Kitchen | Scheduling Fee Non-tribal Kitchen | Damage Deposit Without Kitchen | Damage Deposit With Kitchen |
|---|---|--------------------------------------|--------------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| Individuals/Groups Non-revenue Generating         | \$0.00                                  | \$10.00                              | \$25.00                              | \$35.00                           | \$200.00                       | \$250.00                    |
| Individuals/Groups Revenue Generating             | \$25.00                                 | \$35.00                              | \$50.00                              | \$60.00                           | \$200.00                       | \$250.00                    |
| Non-Profit Organizations                          | \$10.00                                 | \$20.00                              | \$25.00                              | \$35.00                           | \$200.00                       | \$250.00                    |
| For Profit Organizations                          | \$25.00                                 | \$35.00                              | \$50.00                              | \$60.00                           | \$200.00                       | \$250.00                    |

Again, a friendly reminder, please fill out the Facility Use Form and return it with the damage deposit payment made out to, "Bois Forte Tribal Government", and return it to the front desk receptionist of the Government Building during normal business hours from 8:00 am to 4:00 pm Monday - Friday.

Payment is preferred by personal check, cash or money order. A receipt will be given upon payment at the front desk.

If you do report that something is damaged, a damage report sheet will be filled out with the facility manager for insurance purposes and if it exceeds the damage deposit amount paid you will be allowed two (2) weeks to pay it in full, the Band reserves the right to recover the full amount of damages through available legal action.

For organizations that may regularly use the Bois Forte Government and Public Tribal buildings, the Facilities Management has the authority to negotiate an annual fee with the organization subject to the Bois Forte Government Councils approval.

# ITEMS TO REMEMBER WHEN USING THE BOIS FORTE GOVERNMENT AND PUBLIC TRIBAL BUILDINGS

## Please Make Sure You Contact the Facilities Management 1 Hour Prior to Closing

(You can find their contact information at the bottom of this page)

COMPLETE THIS CHECKLIST, SIGN IT, AND PERSONALLY HAND TO THE  
FACILITY MANAGER or DESIGNEE, THANK YOU.

1. Are all Stoves and ovens turned off? Yes ( )
2. Is all garbage bagged and placed in the outside dumpster? Yes ( )
3. Is the floor swept? Yes ( )
4. Is the outside area/parking lot trash picked up? ( )
5. Are all lights turned off? ( )

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## The Facility Manager or Designee will make sure all the doors are locked.

### Facilities Management Contact Information:

Nett Lake Sector: Ernie Barto

Cell # (218)750-1895

Work Cell # (218)410-9768

Office # (218)757-3261 Ext. 1236

Email: [ebarto@boisforte-nsn.gov](mailto:ebarto@boisforte-nsn.gov)

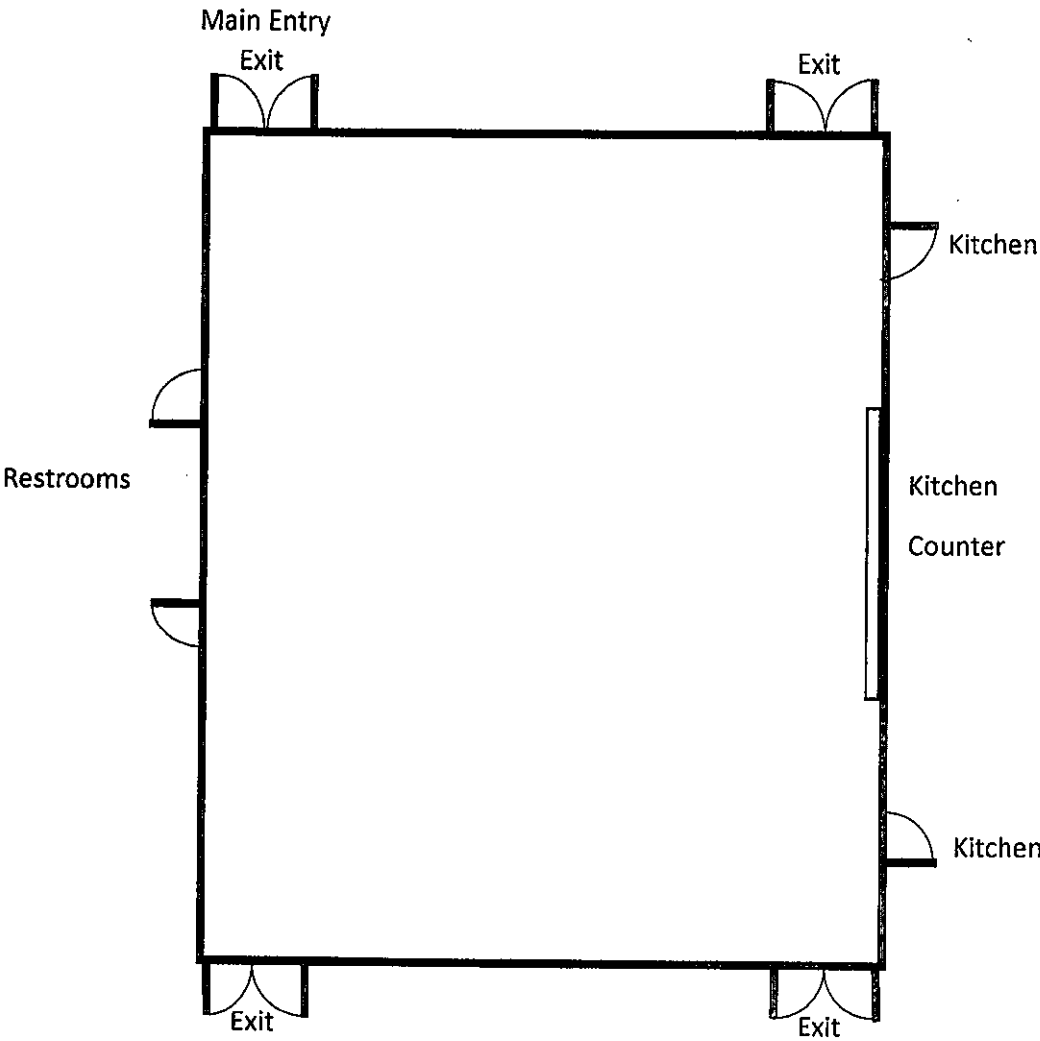
Vermilion Sector: Kevin Strong

Cell # (218)404-5771

Office # (218)753-4542

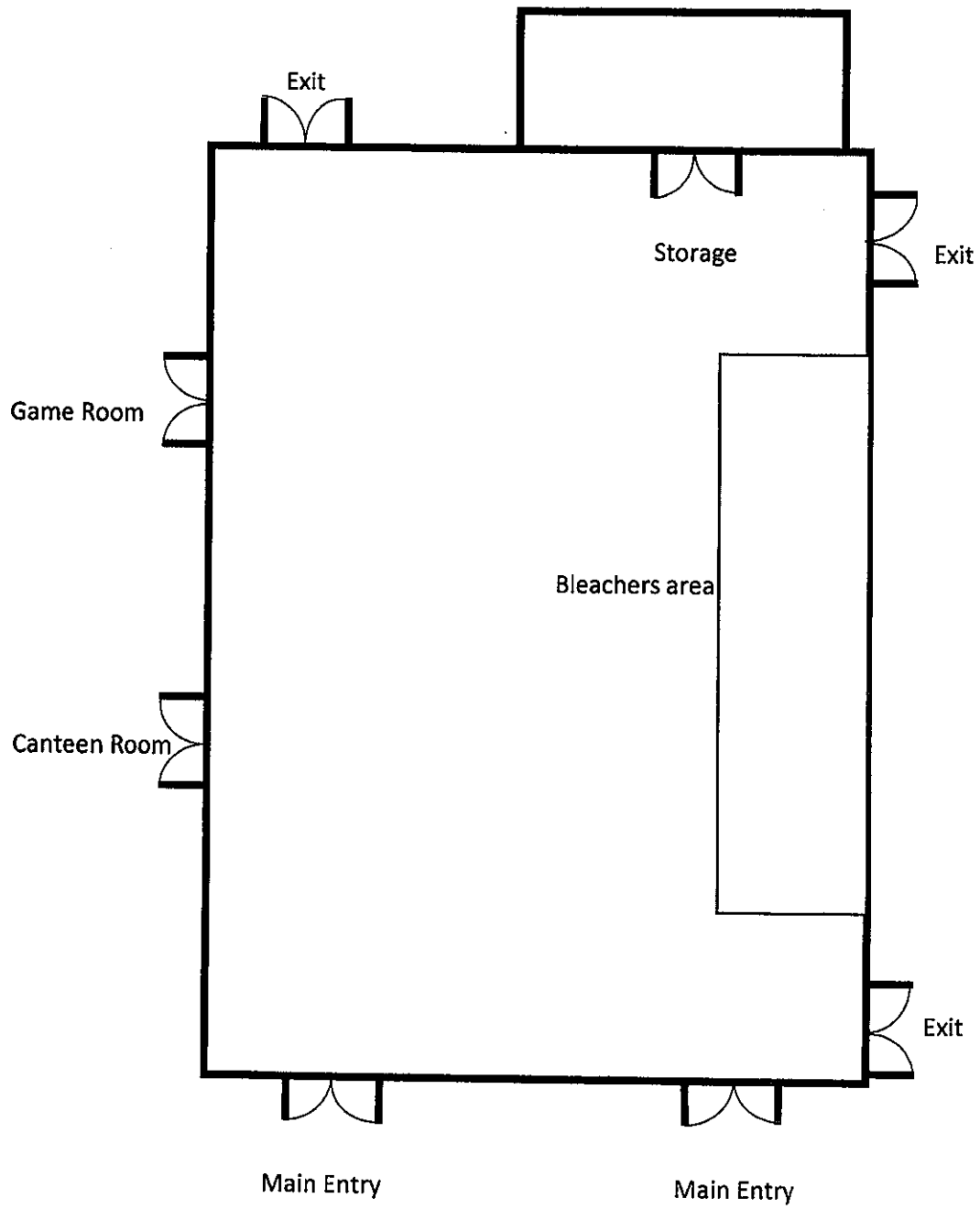
Email: [kevinstrong@boisforte-nsn.gov](mailto:kevinstrong@boisforte-nsn.gov)

# VERMILION COMMUNITY CENTER and GOVERNMENT BUILDING



36ft. X 33ft.

# VERMILION COMMUNITY FITNESS CENTER



110ft. X 70ft.

# BOIS FORTE GOVERNMENT BUILDING

ROOM  
86'10" x 822"

KITCHEN  
35'0" x 36'10"

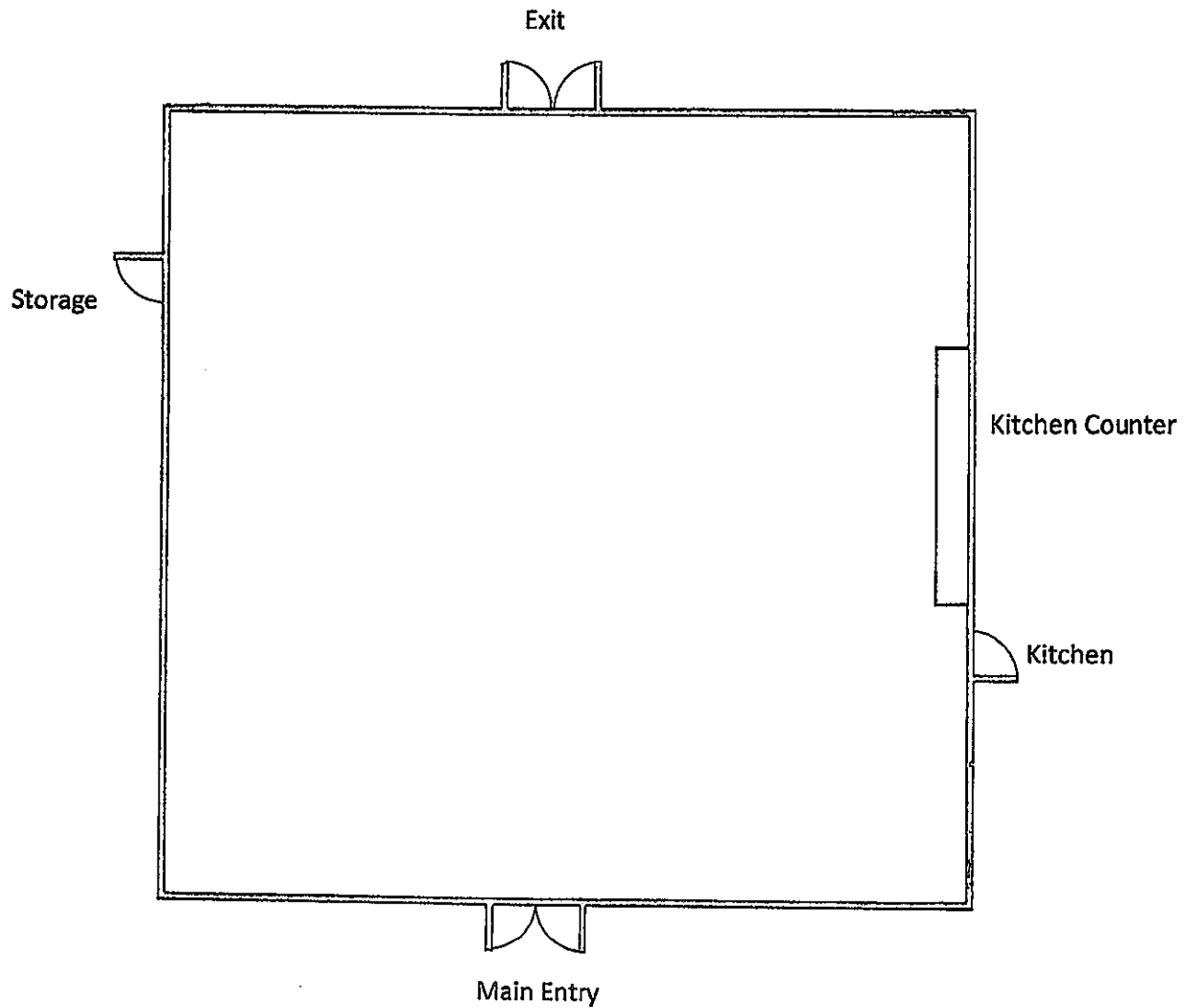
STORAGE  
124" x 13'8"

STORAGE  
15'5" x 19'1"

## EAGLE ROOM

**TOTAL: 7330 sq. ft**  
FLOOR 1: 7330 sq. ft  
EXCLUDED AREAS: STORAGE: 404 sq. ft

# Bois Forte Community and E.N.P. Building



46ft. X 63ft.