Caddo Nation of Oklahoma

Building / Dance Grounds Rental Application

Whenever possible, a two week notice shall be given when submitting a building rental application. Time requested must include room set up and clean up time. The Caddo Nation reserves the right to cancel any event in emergency situations. The Caddo Nation is not responsible for any injuries, theft or unforeseen acts of any kind.

Rental Application for Use of Facilities		
Applicant Name/Contact Person		
Contact Phone #1	Contact Phone #2	Email Address
Mailing Address		
Name of Organization/Group		

Event Information	
Date Requested	
Starting Time:	Ending Time:
Name of Event	
Description of Activities	
Number of People	Food: ☐ Yes ☐ No

Which building / area are you requesting?			
Cultural Building	Dance Grounds	Community Building	Concession Stand
Kitchen : ☐ Yes ☐ No Chairs: ☐ Yes ☐ No How Many? _____ Tables: ☐ Yes ☐ No How Many? _____ Microphone/Podium ☐ Yes ☐ No		Kitchen : ☐ Yes ☐ No	

Buildings and Dance Grounds must be left in clean condition or deposit will be forfeited:
If the buildings or kitchen is not in order when you arrive, please report this or any other conditions that are not as they should be to the Caddo Nation Security or Maintenance Staff.

Upon arrival you will be given a cleaning checklist that must be completed and turned into the Security Officer when he arrives to lock up the building or you can deliver it to the Business Manager's Officer during the next business day. The maintenance staff will inspect the building/grounds to ensure the list has been complete. If the list is complete your deposit will be returned.

ASSUMPTION OF LIABILITY

For and consideration of the use of the Caddo Nation Community Building & Grounds, our organization agrees to indemnify and save harmless the Caddo Nation of Oklahoma, from and against any and all loss, damage, claim, demand, liability, or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with our organization's occupancy or use of said premises. Furthermore, our organization hereby agrees to reimburse the Caddo Nation of Oklahoma, for any and all costs to repair any and all damage that may be caused directly or indirectly to the facilities during the time period of occupancy and/or use of said premises.

_____ _____
Signature of Applicant Date

Caddo Nation Office Use Only				
Deposit Fee		Date Deposit was Received	Receipt Number	Date Deposit Returned
Community Building	$50.00			
Cultural Building	$50.00			
Concession Stand	$50.00			
Chairs	$50.00			
Microphone	$50.00			
Electricity Fee (non-refundable)	$15.00			