

Guidelines for the Use of Caddo Nation Community Buildings and Grounds

1. All use will be reserved for Caddo Tribal members only
2. Priority for use of Community Buildings and Grounds are as follows:
 - a. Caddo Nation Governmental activity
 - b. Tribal Funerals and Memorial Dinners
 - c. Native American Church and Tribal Veterans groups
 - d. Tribal Family groups
 - e. all other Caddo Nation groups
3. There is a \$50.00 deposit for the use of Cultural Building. Community Building or Concession Stand
4. There is a \$50.00 deposit for use of chairs in Cultural Building.
5. There is a \$50.00 deposit for use of microphone in Cultural Building.
6. There is a \$15.00 electricity fee for the use of Cultural Building, Community Building or Concession Stand.
7. Deposits and electricity fees are waived for funerals, memorial dinners and church.
8. Activities requiring a deposit or rental fee will have to have all approvals, deposits and/or fees paid before the activity will have the use date scheduled on the activity calendar, and the building or grounds use date reserved.
9. Groups wanting to use the community buildings/dance ground will submit an application and refundable cleaning deposit in the form of a money order to the receptionist and or Business Manager.
10. **All groups** will be responsible for the cleaning of the building grounds and all showers and bathroom or kitchen clean up after use. Groups will be provided with a cleaning checklist when the activity is booked. Every item on the check list needs to be done before the deposit is refunded.
11. All groups will be responsible for **Removal Of All Trash** from the **Caddo Nation Office & Complex area.**
12. The Maintenance Department will file an inspection report with the Business Manager's Office before and after each activity.
13. All scheduling will be handled through an application submitted to the Receptionist Office and overseen by the Business Manager.
14. Activity dates reserved will be first come first served, and in accordance with the above priority of the Caddo Nation.
15. All parties will request a time when they want access to the building and must be present to take possession of the building at the requested time. Once a party takes possession of the building/dance grounds that party is liable for the condition and contents of the building/dance grounds until security returns to lock-up.
16. **Caddo Nation's Tribal council reserves the right to approve or disapprove any activity request for use of Caddo Nation's ground or property.**