



Navajo Technical University

Name: _____
Phone: _____

Catering Coordinator: hospitality@navajotech.edu Work Phone: (505) 906-5215

Hospitality Facility Rental Information & Agreement

Facility Information:

Hospitality Center
Lower Point Road, State HWY 371
Crownpoint, NM, 87313
Maximum Occupancy 120

Amenities:

- Tables (Rectangle or Round)
- Chairs
- Ice Machine

Facility Rental Damage & Cleaning Security Deposit: \$75.00

Rental Space: \$120.00

Damage deposit is 100% refundable provided the following conditions are met:

- The room and facility (including outside area) are left in a clean and orderly manner per the Facility Cleaning Procedures.
- Use of the facility does not exceed the schedule time. (4 Hours)
- All equipment is accounted for and undamaged.
- Damage to the area or its contents have not occurred.
- All rules and procedures governing alcohol and smoking are met.
- All Doors and windows are closed and locked.
- All rules and procedures governing NTU facility use are met.

If the above conditions are not met to the satisfaction of NTU, an appropriate fee will be deducted from the damage deposit.

Prior to Your Event

NTU Catering Coordinator will provide a pre-inspection prior to your event to ensure that the facilities are ready for usage.

NTU respectfully request for advance planning when selecting the renter (person signing the form)

- The renter will be considered the responsible party in case of damage, theft, disturbance of failure to observe all designed rules.
- The renter must be at least 21 years of age.
- The renter must also be present throughout the entire rental period.
- All minors must have adequate adult supervision.
- No pets are allowed, with the exception of service dogs.

The Day of Your Event

On the day of your event, the facility will be open to you at the time specified on your Hospitality & Hotel Form by NTU Security. Bring your approved Hospitality & Hotel Form.



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1. Unloading, Loading, Delivery and Storage: NTU Staff are not authorized to sign for your deliveries due to space and security concerns. NTU is not responsible for any items brought into rental facilities. Items cannot be stored for your event. All unloading and loading must be done in designated parking areas in front of the NTU cafeteria parking lot. Do not drive over curbs, sidewalks and non-paved areas due to student and NTU community safety concerns. The parking behind the Hospitality Center is designated for staff, faculty and hotel guests. Therefore, the area east of the Hospitality Center is not available for unloading and loading.

2. Parking: All guests for the event are required to park in the parking area in front of the NTU Cafeteria. If any unpermitted vehicles park in the back of the Hospitality Center or in areas unpaved around the Hospitality Center including the area by the propane tank, a tow truck will be called at the expense of the owner.

3. Food and Beverages: Food and beverages are welcome. Kitchens and amenities are not included in the facility rental, with the exception of the counter space and ice machine located near the entrance. Renters may bring in their own food, have food prepared off-site and delivered, or have the event catered. **Food cannot be cooked and prepared on sidewalks or anywhere on the premises. The ice machine cannot be used for food storage.** Food and trash remaining after the event must be properly disposed of by the renter in the dumpster provided or removed from the premises by the renter. Alcohol and tobacco products are not allowed at any time.

4. Decorations: Decorations are welcome provided they are removed at the end of your event. Decorations can be attached to walls, doors and ceiling with clear nonabrasive tape only. Duck tape, gorilla tape, staples, thumbtacks, nails and other forms should not be used. In addition, silly string, glitter, dry ice, fog/smoke machines and dance wax are not permitted inside or on the adjacent grounds. The uses of burning candles, sparkles or any other type of open flames are not allowed. Sterno cans for chafing dishes are allowed.

5. Facility Doors: During your event, all doors must remain closed due to the heating and cooling of the building and the infestation of outdoor pests and insects. This includes unloading and loading times. All emergency exits must only be used in the event of an emergency. If the emergency alarm is set off, you will forfeit all deposits and may incur further fines from our local law enforcement. Only use the doors allotted for entrances and exits.

6. Emergency Alarms & Fines: All emergency alarms are for emergencies only. Please be mindful of children in regards to these safety measures. If an alarm is set without an emergency, the renter will forfeit the security deposit, fined \$500 and charged by local law enforcement.

7. Setup & Take Down: Your event rental period needs to include the time needed for delivery of equipment and supplies, room set up, decorating and clean up. Be sure to consider this when requesting your event rental time. Renters may set up on the day of event from 8:00am; including moving portable furnishings and setting up tables and chairs PROVIDED they are returned to the original position before leaving the facility. Caution should be used when moving furniture to ensure walls and floors are not damaged. Renters must provide table coverings to protect tables from foods and art supplies that may stain tables. Tables must be washed after use. All items brought into the facility by the renter shall be removed by the end of the rental period. Refer to the Facility Cleaning Procedures for a list of tasks you are required to complete at the conclusion of your event. A copy of this form is also posted in each facility.

8. Assistance:

- For all emergencies, please call 911.
- Crownpoint Fire Department
(505) 786-7385
- NTU Security (505) 387-7480

- Non-Emergencies (Facility Inquiries)
(505) 906-5215
- Crownpoint Police Department
(505) 786-2050



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After Your Event

Once your event is over and the facility has been cleaned with your facility cleaning checklist in the coordinator's window, Contact NTU Security for them to close and lock the facility. After the coordinator and other NTU staff have inspected the amenities and facility, you may pick up your security deposit with the Catering Coordinator.

Please note that the NTU Hospitality Center has a full Surveillance 24 Hours a day, 7 days a week. The cameras are located both inside and outside the facility.

Facility Cleaning Procedures

To be completed by the responsible renter ONLY. Cleaning time is to be included in your event rental time and needs to be completed by the end of your reserved rental time. It is your responsibility to make sure the rental facility is left clean, orderly and locked when you are finished with your event. All rooms must be cleaned and left in the same condition as when you arrived. This includes the lobby, side rooms, restrooms, hallways, parking areas and surrounding grounds.

Please use the following check list for your cleaning procedure. Cleaning supplies can be found by the vending machine. After each task is completed, the renter must INITIAL each task.

_____ Clean all counters, sinks, mirrors, appliances, tables, chairs, doors, walls, etc. with clean towels and cleanser. This includes all used areas that have these surfaces to clean: the central location, lobby, hallways, restrooms, parking areas (front and back side of the building), sidewalks and entrances.

_____ Sweep and mop all floors with cleaning solution provided.

_____ Vacuum carpet, keep in mind confetti and other smaller items.

_____ Scrub all carpet stains (cake residue, food and drink spills).

_____ Empty all garbage cans. Dumpsters are located next to the shed/parking area. Please keep in mind the smaller debris that falls out of the trash bags as you are putting them into the dumpster. Deposits can be taken if the custodians pick up trash outside and by the dumpster.

_____ Tables/chairs must be cleaned and correctly aligned in their respective areas.

_____ All items brought into the facility must be removed (balloons, other decorations and etc.)

_____ Clean all walls and windows from smudges, stains and remove all tape (especially from the ceilings).

_____ Check the sidewalks surrounding the facility where children may have been playing. Sweep and clean as necessary.

_____ Return all cleaning equipment by the vending machine.

_____ Turn off all lights

_____ Call NTU Security at (505) 387-7480 to close the facility, if it is outside normal business hours.

_____ After the form is completed, submit the form by placing the form on the Catering Coordinator's window.

If the above conditions are not met to the satisfaction of NTU Staff, an appropriate fee will be deducted from the damage deposit. If you have any questions or concerns, please call (505) 906-5215