



GTB Building Use Reservation Form

Grand Traverse Band of Ottawa and Chippewa Indians

Only form needed for building use, except for Strongheart. All Specifics from staff can be via phone calls.

Building: _____

Date: _____

| | | | | |
|-----------------|--|--|--|-----------------------|
| Room Requested: | | | | Men & Women Restrooms |
| Room Number: | | | | |

Requested by: _____ (Group Name) _____

Please Check Appropriate Group: Tribal Member Roll# Staff: ___ Community Non-Member

Address: _____ City _____ State ___ Zip _____

Phone: () _____ Cell#() _____

Purpose: _____

Dates of Use Start Date and Time: _____ End Date and Time : _____

Signature Building Manager Approval of Building Manager of building for Use. IF requesting two (2) areas that are overseen by different Building Managers, all Managers must sign.

**Reviewed Security and safety issues with above individual 10 days before use or by (Date)

If Work Related: Program Name: _____ Program #: _____

Key / Code Needed: Yes No (see below) If you answered no, how will you enter? _____

Return Keys to: _____ Keys received by: _____

Signing below signifies you agree to be responsible for the following items and security of the building and area.

1. The Facilities Office is responsible for inspection before and after use. The Building's Office Manager will complete a work order for inspection for BEFORE and AFTER use.
2. Responsible person signing below is responsible for the building and its security during their use time requested above.
3. Tables and chairs, set up and clean-up, and storage are the responsibility of the individual reserving the space. Maintenance only assists GTB Programs with this.
4. If you need to obtain a loaner key or codes, contact the appropriate staff in the building the day before use. (\$75 fee for re-key for lost keys).
5. Please DO Not to leave the building or grounds unattended during your use time.
6. Emptying all waste containers and putting garbage into dumpsters in back of the building, making sure area is clean before leaving.
7. DO Not allow ANY alcohol, drugs or other related substances on the premises.
8. **You are responsible to Clean up all areas reserved** (including bathrooms if used). If left in an inappropriate or unclean manner a cleaning fee of \$20.00 per man, per hour will be charged to the responsible person(s) named above and they agree to pay for all damages to this Tribal Property during their usage.
9. No fires are allowed inside the building or under the Pavilion or in the surrounding area. Only in the designated area.
10. Be sure to unplug all electrical appliances you use and ensure all the building's door and windows are locked and secured before leaving. You are responsible for the security of the building during your prep, use and clean-up time.

Restrictions: All Offices are off limits. No Exceptions. No Camping Except in Camping Areas

Responsible Person:

(sign and print clearly)

Date:

Building Manager Signature:

Date:

Tribal Manager's Office:

Date:

Completed form with all signatures to be turned into the Tribal Manager's Office.

Original Form will be kept in the TMO, CC to offices below



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- **Buildings available for use by Tribal Members for individual, community and family functions:**
 - **Medicine Lodge conference room area, kitchen, bathrooms;**
 - **M-22 Building, except for kitchen and upstairs;**
 - **Traverse City office: kitchen, community room, bathrooms;**
 - **Benzie: community room, kitchen, bathrooms;**
 - **Strongheart: all except upstairs;**
 - **Charlevoix: gym, kitchen and locker rooms;**
 - **Pow-wow grounds/Pavilion;**
 - **Alden camp: kitchen, cabins, camp grounds;**
- **Uses:**
 - **Tribal member (responsible person);**
 - **Purpose clearly identified;**
 - **Specific scheduled date(s) and time(s);**
- **Not acceptable Uses:**
 - **All misuse or abuse;**
 - **Access building tools or materials for personal use;**
 - **Illegal activity**
- **Buildings not available for use:**
 - **Automotive;**
 - **Maintenance;**
 - **Housing;**
 - **Eyaawing; (special requests for weddings, meetings and showers can be considered)**
 - **OMB;**
 - **HR/Membership/OPDE;**
 - **Admin;**
 - **Court;**

These facilities house tools and assets of the Tribe and some of them may have issues with securing certain areas to accommodate non-government functions.



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Instructions for Reservation

1. Responsible person (s) or individual(s) will be those who signed the form for the event. The responsible person who represents the family or group will need to complete the form.
2. The responsible person will be the sole contact for anything concerning the use of the facilities or space.
3. Please include date and time of arrival and departure.
4. The Office Manager, Receptionist, or person in charge of the area, will schedule the date/time on the office calendar, sign the form and send it to the Admin Assistant I.
5. The Office Manager, Receptionist or appropriate staff who assist with the building requested will complete the Work Order and submit this to the Facilities Department for inspection before the event begins.
 - a. Facilities responsibility: will conduct a walk through with the responsible person before the event begins and after the event.
 - b. All findings must be noted.
 - c. The Facilities Manager will be responsible for ensuring that the grounds are properly prepared before the event and will inspect the grounds after the event and issue a report to the Tribal Manager's office if applicable.
6. The Office Manager, Receptionist, or responsible person will need to acquire all signatures before submitting this form to the Admin Assistant I.
7. Admin Assistant will forward the form or copy of form to Tribal Manager for signature.
8. Once Tribal Manager or Executive Assistant has signed the Building Use form, then the Admin Assistant I, will forward form to Office Manager, Receptionist or person in charge of building as well as to all appropriate individuals (Facilities, Public Safety and Risk Management,)
9. Office Manager, Receptionist or Department Manager will be responsible to instruct the responsible person on safety and security issues with their building.

10. The Facilities Department will be responsible for following up with the responsible person should damages occur or grounds need to be repaired due to damages caused by the event participants.
11. The Admin Assistant I will scan and file scanned document to the TMO-Signed Building Use folder in the appropriate location.