



HO-CHUNK NATION GUIDELINES

Subject: Tent, Table and Chair Rental	Title: Equipment Rental Guidelines
Revision Number: DOH.ERNT.01	Effective Date: 05/31/2018
Approval Authority: Executive Director of Housing	Responsible Approval Authority Signature:

1.0 Statement:

- 1.1 These guidelines will establish a process for renting tents, tables and chairs to enrolled Ho-Chunk Nation members.

2.0 Guidelines Purpose:

- 2.1 The Department of Housing has tents, table and chairs available to rent on a first come first served basis for events and/or religious ceremonies as a service to Ho-Chunk Nation members.

3.0 Rationale and Background:

- 3.1 The rationale is the need to clearly outline; what equipment is available for rent, rental application requirements, and scheduling of equipment rental requests.

4.0 Guidelines: Ho-Chunk Nation Members can request to rent tents, tables and chairs from the Department of Housing for religious and non-religious events. The Department of Housing does **not** rent out heaters or generators for events and does **not** supply LP tanks or LP tank refills for events.

- 4.1 Applicants must be an enrolled member of the Ho-Chunk Nation, age 18 or older and provide proof of enrollment.
 - 4.1.1 Applicants must fill out and return the attached Equipment Rental Agreement Application, Irrevocable Percap Agreement and attach a copy of their homeowner's insurance declaration.
 - 4.1.1.1 Homeowner's insurance declaration and tent delivery address must match.
 - 4.1.1.2 If you are a renter, you must provide a letter from your landlord stating you have permission to have a tent set up on the property.
 - 4.1.2 Incomplete applications or applications missing attached documentation will not be processed.
 - 4.1.3 Payment in full must be received at least *fourteen days* prior to the scheduled event.
 - 4.1.3.1 If payment in full is not received fourteen days prior to the scheduled even, the tent delivery will not be scheduled and the application will be voided.
- 4.2 The equipment being rented must be set up and used on a tribal member's property.
 - 4.2.1 The applicant or contact person must be present for delivery and pick up.
 - 4.2.2 The applicant or contact person shall list all pre-existing damages or missing items on the delivery slip.



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- 4.2.3 The Department of Housing will file against the applicant's per cap for damages or missing items.
- 4.3 The applicant is responsible to contact digger's hotline prior to tent delivery. This should be done 7-10 days in advance of the event date.
 - 4.3.1 If the locate has not been completed, the tent will not be set up and the applicant's rental agreement will be voided.
 - 4.3.2 If the rental agreement is voided due to not having a diggers hotline locate completed, the applicant will receive a refund in 7-14 calendar days of the rental fees. Delivery fees will not be refunded when a locate is not completed prior to delivery.

5.0 Related Document(s):

- 5.1 Ho-Chunk Nation Department of Housing Establishment and Organization Act of 2001 1HCC § 7, amended June 5, 2017, page 3
- 5.2 Ho-Chunk Nation Employment Relations Act as amended May 23 2017, Page(s) 5

6.0 GUIDELINES History: These guidelines replace all previous Department of Housing Tent and/or Equipment Rental Policies.

Date: 05/31/18 Issued by the Executive Director Department of Housing