

The Purpose of the Ho-Chunk Nation Teejop Hocira use Policy is to designate RESPONSIBILITY, to retain the Teejop Hocira building cleanliness and maintenance for all who use the facility.

Name of Applicant requesting: _____

Mailing Address: _____

Phone #/Contact Number: _____

Approximate number of people: _____

PURPOSE/TYPE OF EVENT: _____

DATE OF EVENT/ACTIVITY: _____

Check Requested: **KITCHEN** **LARGE CONFERENCE RM** **GYM** **SM CONFERENCE RM**

SET UP TIME: _____	EVENT END TIME: _____
TIME OF EVENT: _____	"CLEAN UP" END TIME: _____

Applicant assures competent adult supervision of the function in and around the building.

Applicant assures all responsibility for personal liabilities.

Applicant responsible return of Key(s) to Branch Office staff following weekday of weekend use.

Applicant is responsible for Cleaning of the building. (See checklist – 2nd page)

Applicant is responsible for All Lights to be turned off when done with function/Event.

Applicant is responsible for All Teejop Hocira building doors to be checked, shut and locked when done with function/Event.

No tape/glue or other adhesive material used on walls or painted surfaces.

AGREEMENT

I hereby agree to comply with all rules as listed. I also agree that I understand it is my responsibility to ensure the Facility Request check list (2nd page) is completed and keys are returned to Teejop Hocira Madison Branch office staff.

Signature of Requesting Party: _____ Date: _____

Approved **Denied** Admin. Staff Signature: _____ Date: _____

OFFICE USE ONLY:		
DATE RECEIVED: _____	TIME RECEIVED: _____	STAFF INITIALS: _____

4724 Tradewinds Parkway
 Madison, WI 53718

For your safety the Teejop Hocira building is protected
 By closed circuit TV Surveillance

Facility Request Checklist

Cleaning of the grounds and building is the responsibility of the applicant.

FACILITY CLEANING – CHECKLIST RULES	STAFF NOTES
PLACE ALL GARBAGE BAGS IN DESIGNATED TRASH RECEPTACLES (OUTSIDE OF BLDG)	
FACILITY LIGHTS	
KITCHEN LIGHTS OFF	
GYM LIGHTS OFF	
HALL LIGHTS OFF	
STORAGE ROOM(S) LIGHTS OFF	
CONFERENCE ROOM(S) LIGHTS OFF	
FACILITY DOORS	
BUILDING FRONT TWO DOORS SHUT AND LOCKED	
KITCHEN DOORS SHUT AND LOCKED	
YOUTH SIDE DOORS SHUT AND LOCKED	
GYM (OUTSIDE) DOORS SHUT AND LOCKED	
NORTH DOOR (FLAGS) DOORS SHUT AND LOCKED	
FACILITY ROOMS	
KITCHEN FLOOR SWEPT. MOPPED-Applicable IF floor is sticky, discolored, muddy, etc.	
LG CONFERENCE ROOM SWEPT. MOPPED-Applicable IF floor is sticky, discolored, muddy, etc.	
HALLWAY SWEPT. MOPPED-Applicable IF floor is sticky, discolored, muddy, etc.	
GYM FLOOR SWEPT. MOPPED-Applicable IF floor is sticky, discolored, muddy, etc.	
DECORATIONS REMOVED	
KITCHEN	
DO NOT DUMP GREASE/COOKING OIL OUTSIDE OR DOWN ANY DRAINS	
ALL Kitchen sinks cleaned and dried. NO DEBRI OR FOOD LEFT IN DRAINS	
NO food is to be left in facility refrigerator.	
Countertops cleaned off and wiped	
Gas Stove turned off. Check Double Check.	
Stovetop burners & Grill Washed and wiped from grease and debris.	
Tables cleaned and wiped and returned to proper area.	
Chairs returned to proper area.	

RULES

- 1) Teejop Hocira is **NOT responsible** for injury or illness.
- 2) Teejop Hocira is **NOT responsible** for lost, stolen, misplaced or “left behind” items.
- 3) Teejop Hocira will NOT provide food preparation, cooking or serving utensils/items, condiments, paper goods.
- 4) Do not prop doors open for extended periods of time.
- 5) Ensure supervision of all children in and around appropriate areas in and around facility.
- 6) **Leave all office desks and other personal items alone so nothing is damaged or ends up missing**

APPLICANT NAME: _____ **DATE:** _____

STAFF SIGNATURE: _____ **DATE:** _____