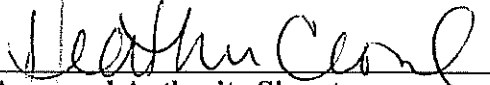
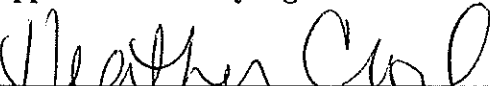




HO-CHUNK NATION PROCEDURE

Title: HCN Equipment Rental Guidelines	Subject: Tent, Tables, and Chair Rental
Scope: Department of Housing	Procedure Number: DOH-DOH-PRO-06-11-21-001
Issuing Authority: Heather Cloud Executive Director – Department of Housing	Issuing Authority Signature: 
Approval Authority: Heather Cloud Executive Director – Department of Housing	Approval Authority Signature: 
Original Date of Approval: 06/11/21	Last Revision Date: N/A

1.0 Purpose of Procedure:

- 1.1 The Department of Housing has tents, tables, 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. This procedure will establish a process for renting tents, tables, and chairs to enrolled Ho-Chunk members.
- 1.2 These procedures replace all previous Department of Housing Tent and/or Equipment Rental Guidelines.

2.0 Rationale and Background:

- 2.1 To clearly outline what equipment is available for rent, rental application requirements, and scheduling of equipment rental request.

3.0 Responsible Official(s):

- 3.1 Records Clerk II
- 3.2 Office Manager
- 3.3 Finance Division Manager
- 3.4 Construction II
- 3.5 Residential Construction Supervisor
- 3.6 Rental Manager
- 3.7 Executive Director

4.0 Procedure(s):

- 4.1 Ho-Chunk members can request to rent tents, tables, and chairs from the Department of Housing for religious and non-religious events. The Department of Housing will **not** rent out heaters or generators for events and will **not** provide LP tanks or LP tank refills for events.
 - 4.1.1 Applicant must be an enrolled member of the Ho-Chunk Nation, age 18 or older, and provide proof of enrollment.
 - 4.1.1.1 Applicants must fill out and return the attached Equipment Rental Agreement Application.



HO-CHUNK NATION PROCEDURE

- 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.
- 4.1.1.3 Incomplete applications or applications missing attached documentation will not be processed.
- 4.1.1.4 Payment in full must be received *ten (10) calendar days* prior to the scheduled event.
 - 4.1.1.4.1 If payment in full is not received ten (10) calendar days prior to the scheduled event, the tent delivery may not be scheduled and the application will be void.
- 4.1.1.5 All benevolent service requests take precedent over scheduled tent rentals. A rental application may be voided if there are not any tents available due to lack of availability.
 - 4.1.1.5.1 If a tent rental is unable to be filled due to unavailability of tents, the applicant will be reimbursed. The Department of Housing accounting team will enter the reimbursement due to the applicant into the Infor Lawson system within 3 business days of having all necessary documentation from the applicant.
- 4.1.2 The equipment being rented must be set up and used on a tribal member's property.
 - 4.1.2.1 The applicant or contact person must be present for delivery and pick up.
 - 4.1.2.2 The applicant or contact person shall list all pre-existing damages or missing items upon delivery.
 - 4.1.2.3 The applicant must provide his/her own manpower to set up and take down the tent for pick up by the Department of Housing.
 - 4.1.2.4 The applicant must understand that he/she must have no less than four (4) to six (6) people to assist in setting up and taking down the tent.
 - 4.1.2.4.1 If the tent, tables, chairs, and/or other equipment is not properly taken down and put away, the requestor may be denied future requests for use of tent, tables, and/or chairs.
- 4.1.3 The applicant is responsible to contact digger's hotline prior to tent delivery. This should be completed seven to ten (7-10) days in advance of the event date.

5.0 Related Document(s):

- 5.1 Ho-Chunk Nation Department of Housing Establishment and Organization Act of 2001 IHCC § 7, amended June 5, 2017 page 3
- 5.2 Ho-Chunk Nation Employment Relations Act of 2004



HO-CHUNK NATION PROCEDURE

6.0 History:

06/11/2021: Issued and approved by the Executive Director – Department of Housing



HO-CHUNK NATION
DEPARTMENT OF HOUSING

EQUIPMENT RENTAL AGREEMENT APPLICATION

Applicant Name: _____ Tribal ID: _____

Delivery Address: _____ Phone: _____

_____ Delivery Date: _____

Type of Event: _____ Date (s): _____



Housing currently does NOT do set-up or take down.



DESCRIPTION	QUANTITY	COST	TOTAL
TENT – 20x40 (fits 8-10 tables)		\$75/Tent	
Tables (fits up to 8 chairs)		\$5.00/Table	
Chairs(s)		\$1.00/Chair	
DELIVERY WITHIN 70 MILES		\$50	
DELIVERY BEYOND 70 MILES		\$80	
		GRAND TOTAL	

Statement of Understanding and Agreement:

I understand that by signing this agreement, I waive all rights and claims against the Ho-Chunk Nation, the Department of Housing and its employees concerning rental, delivery, and if necessary set up of tent(s), table(s), and chair(s). Furthermore, I, the applicant agree to be financially responsible for lost or damage to my personal property and land. I further agree to be financially responsible for the rented property, normal wear excluded, and agree to take full responsibility for the rented property while in my possession.

Signature of Applicant

Date

Signature of Witness

Date

FOR INTERNAL USE ONLY

APPROVED

PAYMENT RECEIVED IN FULL

PROCESSED BY

P.O. Box 170, Tomah, WI 54660
Office (608) 374-1225 / Fax (608) 374-1233
Housing@ho-chunk.com