

Karuk Tribe Housing Authority
Facility Use Policy

- I. Facilities of the Karuk Tribe Housing Authority (KTHA) include all administrative buildings, special purpose buildings, and buildings under the direct management of KTHA (Yreka KTHA office, Happy Camp KTHA office, Headway, and Orleans KTHA office).

- II. The following guidelines shall provide direction for how KTHA facilities will be utilized:
 - i. Tenant Functions KTHA facilities may be used for tenant functions that include but are not limited to: memorial services, birthday parties, anniversary parties, baby showers. Memorial services will always be first priority.

 - ii. Key Agreement All approved groups or individuals must sign a key issuance and room agreement stipulating duties and expectations of responsible party. Individual signing the agreement will be solely responsible for returning the key at the conclusion of the function.

 - iii. Cleaning Deposit All groups will pay a cleaning deposit of \$100. Deposits are refundable if facility is clean and trash removed. KTHA reserves the right to retain deposit to reimburse costs for cleaning, if necessary. Deposits for memorial services will be waived with approved agreement.

 - iv. Rent To offset utility, maintenance, and insurance costs, KTHA will charge a \$50 fee for use of multipurpose room.

 - v. Fundraising BINGO is permitted only when used for the purpose of fundraising for the benefit of the Tribe or one of its departments. Other forms of gambling are prohibited.

 - vi. Exclusions
 - a. Any event or function not Tribal or tenant based shall be excluded from use of KTHA facilities, except memorial services.
 - b. Overnight lodging is prohibited in KTHA facilities unless the building is being used as an emergency shelter.
 - c. Smoking is prohibited in all KTHA facilities
 - d. Alcohol is prohibited in all KTHA facilities
 - e. Church services are prohibited in KTHA facilities

- f. Any approved activity must be free of charge to the community
- vii. KTHA reserves the right to deny use to any person or group who has previously caused damage to KTHA facilities or left facility in unsatisfactory condition.