Ho’n A:wan Community Park Facility Use Request

Please return completed form to Shelley Edaakie at the Zuni Youth Enrichment Project Offices at Ho’n A:wan Park or email to apepin@zyep.org. Facility request must be made at least 7 days prior to event.

The Zuni Youth Enrichment Project supports healthy activities that bring people together in a healthy, safe environment at Ho’n A:wan Community Park.

1. ___________________________ Date: ___________________________
   (Group or Individual requesting use)
   □ Zuni Tribal Program  □ School  □ Non-Profit  □ Individual, Non/Business  □ Other

2. Address: _______________________________________________ Phone #: ___________________________

3. Date(s) Requested: ___________________________

4. Time of day: Begin: ___________________________  End: ___________________________

5. Supervisor for event: ___________________________

6. I will need access to the building: □ yes □ no

7. *Facilities needed (please check all rooms you plan to use):
   □ Multi-purpose Room  □ Turf Field  □ Classroom # 1  □ Basketball Courts
   □ Classroom # 2 with kitchen  □ Outdoor Performance Space  □ Walking Track

8. *Equipment needed: (Fee applicable)
   □ PowerPoint  □ Sound System  □ Laptop
   □ Portable Speaker  □ Overhead Projector

Please explain activity to be held: __________________________________________

Estimated number of people involved: __________________________________________

❖ Fee for facility usage is $25/hr.

❖ All event parking is located at the Dowa Yalane Elementary School parking lot. Parking is not allowed along Chimoni or Shalako Drive. Handicap parking, event staff, and drop offs will be allowed at Ho’n A:wan Community Park.

❖ In light of ZYEP’s mission to promote health, we adhere to a “no sugary drink” policy. We encourage all people visiting Ho’n A:wan Community Park to commit to choosing water first.

❖ The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility.
   (See “Responsibilities after Building” – reverse side)

❖ Use of alcoholic beverages, non-prescription drugs, disorderly conduct or willful destruction of property, is forbidden. Possession and consumption of alcoholic beverages and drugs is strictly prohibited.

❖ The person/organization requesting the use of Ho’n A:wan Facilities hereby absolves the Zuni Youth Enrichment Project, its leadership, members, or people of any liability for personal injury to any individual resulting from the use of the community park facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the Zuni Youth Enrichment Project office promptly.

Signature of Responsible Party __________________________________ Date ___________________________

Signature of this form indicates acceptance of all applicable fees and guidelines.
Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Upon completion of event, collect all garbage into bags and bring it out to the trash bin located by the shed outside.

2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.

3. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal setup.

4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.

5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.

6. Remove any items put up on the walls or set out in connection with your event.

7. Check bathrooms for any cleaning needed after event.

8. If the building is not in use when finished, please check that all doors are closed, locked, and lights are off.

*Washcloths, towels, a broom, a dustpan, etc. are located in the maintenance room and kitchen classroom. Please return these to the maintenance room or kitchen when you are done using them.

Thank You for your co-operation. Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the Ho’n Awan Community Park.

For office use only:  

Fee: $__________ Date Paid:__________

Approved by: ____________________________ Date: __________________________

CC:  

____ (Co-Directors) _____ (Program Manager) ______(Office Manager)