

## **To'Hajiilee Navajo Chapter/Canoncito Band of Navajos Rodeo Arena Policy and Procedures**

### **I. Purpose**

The purpose of this policy is to ensure the longevity of the rodeo arena facility and its use for various rodeo events, including, but not limited to, full shows, bull riding, team roping, barrel racing events, vaccination, and round-up events

### **II. Rental Fees**

- A. Rental fees for the arena usage will be recommended to the chapter officials and therefore placed before the community for approval.
- B. The fees generated will be monitored by the Account Maintenance Specialist and reported at each chapter meeting.
- C. Current rental fees per event [full show rodeos, bull riding events, barrel racing events, team roping, etc.] are:
  - 1. One Day events: \$200.00 + 100.00 refundable damages deposit + Navajo Nation Sales tax 6% = \$312.00
  - 2. Two-day events: \$300.00+ 100.00 refundable damages deposit + Navajo Nation Sales tax 6% = \$418.00
  - 3. Arena usage for other uses such as veterinarian shots, housing, round-ups, etc. \$50.00 + 100.00 refundable damages deposit + Navajo Nation Sales tax 6% = \$153.00
- D. Rental fees shall be divided on 70/30 split
  - 1. 70% shall go into the rodeo arena fund for maintenance and repairs; and
  - 2. 30% shall go into the To'Hajiilee Navajo Chapter miscellaneous funds

### **III. Rental Process**

- A. Sponsor(s) wanting to rent the facility must complete a facility rental form at the chapter house.
- B. The To'Hajiilee Navajo Chapter rodeo arena facility rental form must be completed and returned during business hours (Monday-Friday, 8:00 am to 5:00 pm).
  - 1. Sponsor(s) must give a one-month notice of rodeo arena usage.
  - 2. Usage for "Other" needs a weeks' notice.
- C. Payment must be a money order made payable to To'Hajiilee Navajo Chapter and include the current Navajo Nation Sales Tax.
- D. The Sponsor(s) will read and sign the policy, indicating they understand the policy and will follow it accordingly.
- E. Once the event is over, a post inspection sheet must be completed and signed. Any damages will be reviewed, priced, and payment will be set up.
- F. All trash must be picked up around the arena and fence line and hauled away at the Sponsor(s) expense.
- G. Driving and building fires inside the arena are prohibited.
- H. Sponsor is responsible for providing their own security and alerting the EMT Service of the event.
- I. Sponsor is responsible for providing their own restroom facilities for the event.

IV. Maintenance

- A. The To'Hajiilee Navajo Chapter is the responsible party for keeping up with the maintenance of the rodeo arena.
- B. To'Hajiilee Navajo Chapter is responsible for:
  - 1. Arena Grounds Maintenance
  - 2. Arena Perimeter Maintenance
- C. Any materials that need to be purchased must be requested through the Chapter Administration and forwarded to the CSC for approval.
- D. Any services that are needed for repairs of the arena must be requested through the Chapter Administration and forwarded to the CSC for approval.

V. Damages

- A. If there are damages found during the post inspection, the Sponsor(s) must acknowledge the damages listed and sign the inspection sheet.
- B. The Sponsor(s) pays for the materials and labor for repairs and must be taken care of within ten (10) days following the event.
- C. Sponsor(s) will be fined \$500.00 for non-payment on damages.
- D. If damages occur each time the Sponsor(s) uses the arena, they will be banned from requesting the arena after two rentals.
- E. Trash must be picked up and hauled away; violation of this will result in a \$100.00 fine.
- F. No driving or building fires inside the arena, this causes the ground to harden up. If there has been driving or fire building then it will result in a \$500.00 fine.

VI. Insurance

- A. The Sponsor is mandated to obtain a third-party insurance coverage for their event in the event of any damage, injury or loss during their event.
- B. The Chapter shall carry the Liability Insurance through Navajo Nation Risk Management Department for the arena itself.
- C. The Sponsor will forever release and discharge the To'Hajiilee Chapter, its employees, representatives and the Navajo Nation from any liability of any nature for any damage, injury or loss during the event.

VII. Amendments

To'Hajiilee Navajo Chapter will make any amendments to the policy and presented at the Chapter Planning Committee for consideration and approval.

This policy was approved during a duly called chapter meeting on \_\_\_\_\_

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