



P.O. Box 910 • SELLS, ARIZONA 85634-0910 • PHONE (520) 383-2281 • FAX (520) 383-3096

Request for Usage of Sells District Conference Room

It is recommended to request for usage no later than 10 days before your event to ensure enough time for approval.

Today's date: _____ Time: _____

Name: _____ Department _____

Phone Number: _____ Date Requested for: _____

Time Requested for: _____ AM/PM to _____ AM/PM

Purpose of Request:

I _____ (requestor's name) understand that I am responsible for the care of the conference room and all people within the facility during the time requested. In consideration of others who request the conference room I will be responsible in picking up the building key the last working day before the date requested, an hour before close and drop off the next working day no later than an hour after opening. Failure to do so could result in my loss of privileges of being able to request use of the conference room. I agree to cover the cost of the building door to be rekeyed in case the key gets lost, stolen or misplaced.

Signature: _____ Date: _____

Approved: Disapproved:

Authorized Signature: _____ Date: _____

Sells District Conference Room Guidelines

Rental of the Conference Room

\$50.00

Rental of the Kitchen

\$35.00

All payments must be submitted in a money order. Fees are required to be paid 3 days before the requested date. ***There will be no refunds.***

Exemptions for fees include tribal programs, schools, religious & cultural organizations and emergencies where the Sells District takes priority. ***If the request for the use of the conference room is to host a fundraiser for any department or group, rental fees will apply as listed.***

No alcohol, drugs or gang affiliations are to be tolerated.

Children must be supervised by an adult at all times.

Activities must conclude by 10 PM.

Requester must report any damage immediately and pay additional cost to repair.

Tables and chairs are not allowed outside of the building.

Sells District and/or its affiliates will not be held liable for theft and injuries, including death.

Requester must properly dispose of their own coal and grease.

All doors must remain closed at all times.

All ice chest must be free of leaks and deterioration.

Requester must clean the floors, wipe down the tables and empty all trash. All cleaning supplies need to be provided by the requestor such as trash bags, toilet paper and paper towel and disinfecting wipes. Please leave the conference room in a clean and presentable condition.