



WexLiem Renters Agreement

Use of the WexLiem Facilities Policy

The Lummi WexLiem is a tribal center for community activities and gatherings.

1. GENERAL CONDITIONS FOR USE OF THE WEXLIEM

Within these policies specific limitations are placed upon the use of the WexLiem. All entities including Lummi Indian Business Council will be charged a fee for the use of the WexLiem. Fees are stated below.

Lummi Tribal funerals/memorials will have precedence over functions and all other scheduled activities/events.

2. SPECIFIC RULES GOVERNING USE

The renter or user agrees to take full responsibility for:

\$350.00 Rental Fee for LIBC Departments

\$150.00 Rental Fee for Lummi Community Members

\$150.00 Damage Deposit

Will refund damage deposit after cleaned and signed off by maintenance.

Fees (\$350.00 + \$150.00) = \$500.00 total plus \$350.00 for every additional day of event) **OR** (\$150.00 + \$150.00) = \$300.00 total plus \$150.00 for every additional day of event) are to be secured at least **one week** prior to any event. The total fees are to be paid at the LIBC Administration Building, Cash Receipts (Accounts Receivable).

LIBC departments will submit a requisition for payment to Accounting and a copy of the requisition to Planning.

The conduct of all people admitted will be the responsibility of the renters. The payment for damages which occur as a result of the use of the facilities will be imposed by withholding the deposit. Any individuals or groups renting the facility will agree that they will be responsible for any and all damages or personal injuries that may occur during this event/activity.

Adequate supervision during the event is required at all times while the facilities are in use.

All children must be supervised in the facility at all times by your club, group and/or organization when using the facility. Lummi Indian Business Council will **NOT** be liable for any injuries or accidents that occur on these facilities during any scheduled event.

During any events held at the WexLiem, **ABSOLUTELY NO DRUGS** or **ALCOHOL** will be allowed on the (parking lot/school grounds) facility. Smoking of cigarettes is prohibited

inside the building. Lummi Law & Order will be notified of this scheduled event and may patrol the facilities during that time.

3. PROCEDURES FOR USE

- A. To request the use of the WexLiem for an event, the user must:
Schedule the event/activity at least **one week** in advance with the LIBC Planning Department via telephone by calling 312-2380 or in person at 2665 Kwina Road as all coordination, dates and times with the Operations and Maintenance personnel will be required. At that time a pre-inspection walk-through will take place with the proposed renter.
User Agreement Request Forms can be picked up at:
LIBC Planning Department
2665 Kwina Road
Bellingham, WA 98226
User Agreement Requests are to be read, signed and submitted to the LIBC Planning Department staff along with the required rental fee (See page one SPECIFIC RULES GOVERNING USE). Otherwise, the event will not be scheduled and will be available for other renters to schedule. The payment will guarantee and confirm your scheduled event, however, in the event of an unexpected funeral all booked events will be cancelled or rescheduled when possible.
- B. During the pre-inspection walk-through, the pre-inspection form will be completed and checked off between the **Maintenance Personnel** and the **User** at least **48 hours** prior to the scheduled event.
- C. The pre-inspection form must be signed and agreed to by both parties that the premise will be maintained and returned to its pre-rental condition upon completion of the event. The following guidelines apply:
- All materials used or borrowed from the WexLiem used to help with the scheduled event (such as, tables, chairs, kitchen utensil, etc.) must be returned back to its original place upon completion of the event.
 - The WexLiem items/equipments are to be checked out with the Maintenance personnel during the pre-inspection walk-through and the items to be checked out are to be noted on the pre-inspection form.
 - The facility, bleachers and grounds should be maintained during events and garbage/debris in the surrounding areas should be picked up and disposed of at the completion of event.
 - All identified areas on the pre-inspection form should be cleaned and maintained accordingly.
 - All caterers are responsible for bringing their own cooking utensils, pots, pans, etc. and are also responsible for the clean up of the kitchen.
- D. The completed and signed pre-inspection form will be forwarded to the LIBC Planning Department to hold until the post-inspection form is completed by Maintenance Personnel after the event to ensure the deposits are secured.
- E. On the next scheduled work day the Maintenance personnel will perform a post-inspection and forward the completed form along with the recommended actions to the LIBC Planning Department. The Maintenance personnel will determine if the full deposit will be refunded

and/or if damage or labor costs will be deducted from the deposit. If the rental agreement is not complied with, this will be noted on the post-inspection form. The \$150.00 deposit will be refunded in accordance with LIBC accounting policies/procedures and after the post-inspection has been reviewed and approved.

- F. The “WexLiem User Agreement” must be obtained first and reviewed and signed agreeing to all listed conditions, rules and procedures and followed by a pre and post-inspection.
- G. **Sporting events are only allowed with the approval of the LIBC Chairman.**

LIBC Chairman **Date**

I acknowledge and agree to abide by the above conditions, rules, and policies pertaining to the use of the Wex’li’em. I also acknowledge if there is any damage/vandalism and/or lost or missing items towards/from the community building, there will be compensation through the retainage of my damage deposit.

Renters Signature	Date
Wex’li’em Maintenance Signature	Date
Maintenance Supervisor Signature	Date

Maintenance Contact Numbers

Maintenance Supervisor:
 BJ Jefferson: (360) 303-1704

Wex’li’em Maintenance:
 Elder Roberts: (360) 303-0593

**Lummi WexLiem
Inspection Comments**

Name of Event: _____

Pre-event Inspection:

KITCHEN _____

WALK-IN COOLERS _____

EAST WOMEN'S RESTROOM _____

EAST MEN'S RESTROOM _____

WEST WOMEN'S RESTROOM _____

BLEACHERS _____

MAIN FLOOR _____

DINING AREA _____

PARKING LOT _____

DUMPSTER AREA _____

Name of Event: _____

Post-event Inspection:

KITCHEN _____

WALK-IN COOLERS _____

EAST WOMEN'S RESTROOM _____

EAST MEN'S RESTROOM _____

WEST WOMEN'S RESTROOM _____

BLEACHERS _____

MAIN FLOOR _____

DINING AREA _____

PARKING LOT _____

DUMPSTER AREA _____