

NPHA FACILITIES USE POLICY

The Northern Ponca Housing Authority will attempt to provide meeting/activity space for activities associated with and/or sponsored by the Ponca Tribe of Nebraska and Ponca Economic Development Corporation.

Groups wishing to use the NPHA building should contact the Northern Ponca Housing Authority Executive Administrative Assistant and request an Activity Request and Liability Form. The form will detail the following information:

- Group Affiliation
- Event
- Date
- Hours needed (please include set up and take down time)
- Staff Assistance
- Consent of liability
- Approval or denial signature

Once the request form is returned, the Executive Director will review it. Upon approval or denial, a signed copy will be returned to the requesting party. Requests will be on a first come, first serve basis and no reservations will be held without a deposit. NPHA has the right to deny a request due to lack of staffing or date of the scheduled event.

If approved, the event will be placed on an event calendar at the desk of the Executive Administrative Assistant. It will be the responsibility of the Executive Administrative Assistant in maintaining a tracking system of all scheduled events.

All activities must be contained to the common area of the building. Activities that take less than 4 hours require a \$50 non-refundable deposit. Activities that take more than 4 hours require a \$100 non-refundable deposit. Should the activity be cancelled prior to an event, the deposit will be returned. **If the activity will benefit the Tribe, the Building Use fee may be waived at the discretion of the NPHA.** Each group will be responsible for monitoring their activity, thus alleviating any damage that may occur to the building or office equipment. It shall be the responsibility of each group to setup and take down of any tables and chairs, as well as clean up after the activity. The building must be left in a manner in which it was found. A fee may be charged if damage occurs to the building, equipment or carpet. Fee will be the rate of actual cost to fix the damage plus labor.

The Executive Director will designate at least one staff person, unless an employee or Board of Commissioner of NPHA is present, to oversee the activity. Staff will receive compensation time for their presence at the activity. The Executive Director must approve the comp time in advance.

NO SMOKING OR ALCOHOL ALLOWED IN THE NORTHERN PONCA HOUSING AUTHORITY BUILDING

NORTHERN PONCA HOUSING AUTHORITY
1501 Michigan Ave.
Norfolk, NE 68701
(402) 379-8224 Fax (402) 379-8557

Activity Request and Liability Form

Group Affiliation: _____

Contact Name: _____

Address: _____

Phone Number: () _____ - _____ Fax Number: () _____ - _____

Payment enclosed: yes no Amount _____

Event Title: _____

Date of Event: _____ / _____ / _____ to _____ / _____ / _____

Time of Event: (please include set up and take down time): _____

Staff Assistance Needed: Yes / No (If needed, please specify) _____

By signing below indicates that I have read a copy of the NPHA Building Usage Policy, and agree to all terms of the policy.

Requestor's Signature

Date

_____ APPROVED _____ DENIED

Executive Director's Signature

Date