Chippewa Housing Authority
554 Chicog Street • PO Box 187 • Lac du Flambeau, WI 54538
715-588-3348 • Fax: 715-5887935

FACILITY USE AGREEMENT
(Kiishkimaan Common Area)

THIS FACILITY USE AGREEMENT (the "Agreement") is entered into as of this _____ day of _____**, 20**_____ by and between Lac du Flambeau Chippewa Housing Authority (CHA) and:

Permittee:

Name: _____

Organization (if applicable): _____

Address: _____

Contact Email:_____ Phone:_____

1. PREMISES AND USE

The Premises shall be used exclusively for the following purpose (the "Authorized Purpose"):

_____

2. TERM AND SCHEDULE

The use of the Premises shall begin on _____***, 2026*** *at* _____: [AM/PM] and shall end on _____***, 2026*** *at* _____ *:* [AM/PM] (the "Term"). All scheduling is processed in the order received, subject to facility availability and non-interference with CHA operations.

3. FEES AND PAYMENT

Permittee agrees to pay a refundable (partial) security deposit of $ 100 due upon the execution of this Agreement for the use of the Premises. This **fee of $ 100 is to be paid one week before the event**, and after an inspection of the gathering space, **$ 50 will be refunded within one week after the event**. The Permittee agrees to accept full financial responsibility for repairing or replacing any damaged equipment, furniture, fixtures, or appliances. The Permittee further authorizes the forfeiture of the rental fee to offset these charges.

"This Institution is an equal opportunity provider and employer."

EQUAL HOUSING OPPORTUNITY

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1440 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442, or email at program.intake@usda.gov

Chippewa Housing Authority
554 Chicog Street • PO Box 187 • Lac du Flambeau, WI 54538
715-588-3348 • Fax: 715-5887935

4. RULES AND REGULATIONS

Permittee agrees to abide by all facility rules, including but not limited to:

- **Capacity:** Occupancy shall not exceed 48 persons. (728 sq ft)
- **Prohibited Items:** No smoking, illegal substances, or open flames are permitted on the Premises. ***(Traditional practices involving ceremonial fire and tobacco require prior authorization).*** No permanent or semi-permanent attachments to walls or building structures are permitted. All signage must be hung using temporary, non-damaging adhesives and removed upon departure.
- **Damages:** Permittee is fully responsible for any damages caused to the Premises during the Term and will cover the cost of repairs or replacements.
- **Cleanliness:** Permittee must leave the Premises in a clean, neat, and orderly condition at the end of the Term. CHA does not provide food supplies, garbage bags, toilet paper, paper towels, tableware, etc., so please plan accordingly. All refuse and garbage must be properly disposed of in designated receptacles before departing the premises. All counters, tables, and flooring must be thoroughly wiped down and left in a clean condition.

5. LIABILITY

Permittee agrees to release, hold harmless, and indemnify the Owner from all claims, demands, or actions for damages sustained by anyone—whether due to personal injury, death, or property damage—arising from Permittee's use of the Premises.

6. CHA RULE

CHA has the right to enter the gathering space at any time for any reasonable purpose, including any emergency that may threaten damage to property, or injury to any person in or near the space.

7. CANCELLATION

Permittee may cancel this Agreement by providing a written notice of cancellation at least 5 days before the Effective Date. ***If Permittee cancels after this period, the security deposit may be forfeited***. CHA holds the right to cancel this Agreement at any time. CHA will notify the Permittee within 24 hours of the decision. CHA will contact the Permittee for either rescheduling or refund of the Security Deposit.

"This Institution is an equal opportunity provider and employer."

EQUAL HOUSING OPPORTUNITY

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1440 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442, or email at program.intake@usda.gov

Chippewa Housing Authority
554 Chicog Street • PO Box 187 • Lac du Flambeau, WI 54538
715-588-3348 • Fax: 715-5887935

8. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and may only be amended in writing signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

Owner Signature: _____ **Date:** _____

Printed Name: _____

Permittee Signature: _____ **Date:** _____

Printed Name: _____

NOTE: You will be notified by phone and mail of the status of your request. ***CHA will not schedule the event until the Rental Fee is paid.***

OFFICE USE ONLY

Approval _____ Disapproved _____

Reason for Disapproval:_____

_____

Signature of Authorizing CHA staff_____ Date:_____

Date Security Deposit received:_____ Amount $_____

☐ Check ☐ Money Order

Date Rental Fee refunded:_____

If not returned, reason:_____

"This Institution is an equal opportunity provider and employer."

EQUAL HOUSING OPPORTUNITY

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1440 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442, or email at program.intake@usda.gov