



Saint Regis Mohawk Tribe

412 State Route 37
Akwesasne, New York 13655

Tribal Administration Lobby Usage Policy

1. PURPOSE

- 1.01 The main purpose of the Tribal Administration Lobby is to greet visitors to the Saint Regis Mohawk Tribe. The lobby is designed to give first impressions to all in addition to providing space for community gatherings and meetings.

2. POLICY STATEMENT

- 2.01 Recognizing the lobby is a space to use for multiple functions from Tribal Program activities and meetings to a gathering center for the monthly Tribal Meeting, the space has much free and available time for other types of community use. The Saint Regis Mohawk Tribe has elected to allow the lobby to be used for community based activities. The community based activities are limited to the following: Tribal Programs; and Not for Profit activities and organizational meetings; and community member/native vendors.
- 2.02 This policy provides guidance and streamlines the process in which the Tribal Building Lobby can be utilized.

3. RESERVATION PROCEDURES

- 3.01 A Lobby Usage Application must be submitted to the Tribal Administration Office Manager. The form which includes information about the nature of the group and event; name and contact number for the person responsible; and the dates, times.
- 3.02 Requests must be received 10 business days prior to the event, late requests will be denied, unless it's an emergency event.
- 3.03 Reservations will be taken on a first-come first serve basis; Tribal Programs and Activities have preference over dates and times of use.
- 3.04 Approved applications will receive notification by phone or email from the Tribal Administration Office Manager.
- 3.05 Recurring reservations for on-going activities shall be permitted as approved by the Executive Director.

3.06 The Tribal Administration reserves the right to cancel, postpone or refuse to book any activity for any of the following reasons:

- a) If that function will interfere with Tribal business
- b) If the Tribe believes that any activity planned would jeopardize safety of any community member, staff person, or patrons.
- c) Conflict of interest as determined by Tribal policies.
- d) For previous misuse of facilities or outside grounds.
- e) For violating rules agreed upon for use of the lobby.

4. APPROVAL & NOTIFICATION PROCESS

- 4.01 The Tribal Administration Office Manager will review the application to ensure the space is available and accommodations can be met.
- 4.02 If the lobby is available, the Tribal Administration Office Manager will notify the applicant of availability.
- 4.03 The Tribal Administration Office Manager must place the event on the Lobby Event Calendar and notify the Executive Director.
- 4.04 The Tribal Administration Office Manager must post the lobby calendar in the Administration Office, on the Outlook Lobby Calendar and on the intranet on a monthly basis and when changes are made.

5. CHANGES AND CANCELLATION POLICY

- 5.01 Any changes to the reservation/request must be 30 days prior to the event in order for the Tribal Administration to accommodate if possible.
- 5.02 Organizations must cancel reservations one week prior to the event or as soon as they are aware they will not be using the space reserved.

6. APPEAL PROCESS

- 6.01 In the event a Lobby application is denied, the requester may appeal the decision to Tribal Administration within five (5) days of denial.
- 6.02 Tribal Administration will consult with the Tribal Administration Office Manager to ensure all considerations have been reviewed.
- 6.03 Tribal Administration will respond to the requester within five (5) days of appeal.

7. APPROVED USER

7.01 It is the responsibility of the Tribal Administration to oversee and administer this policy. With this responsibility, the Tribal Administration Office Manager must ensure preference is utilized in a fair and equitable manner. However, preference will be given utilizing the following:

- Preference 1. Tribal Program Sponsored Activities
- Preference 2. Staff Focused Activities
- Preference 3. Community Member Fundraisers
- Preference 4. Not For Profit/Groups Fundraisers
- Preference 5. Community Member/Native Vendors

7.02 Loss/Damage fees may be charged if it is warranted.

8. GENERAL RULES OF USE

8.01 The setup of the space is the sole responsibility of the user. During normal business hours, maintenance staff may be available to assist with set up.

8.02 Lobby may be rearranged to accommodate the reserved function, but must be returned to the original configuration.

8.03 The Lobby must be cleaned up after each use. This includes putting away of tables/chairs used, sweeping/mopping as needed & trash removal, shall be done by the custodial staff. All supplies are the responsibility of the borrower.

8.04 **Smoking**—Smoking is not permitted in the building or outside the door as well.

8.05 Absolutely no Alcohol is permitted on the grounds.

8.06 Decorations may be hung with prior approval from the Tribal Administration Office Manager, and must be removed at the end of the function.

9. FOOD & BEVERAGE

9.01 Food & non-alcoholic beverages from outside sources may be brought in to the building.

10. EQUIPMENT AVAILABLE

10.01 In the event that the equipment is needed, it must be requested at the time of booking.

11. ON-GOING MEETINGS/ACTIVITIES

11.01 Groups that utilize the building for on-going meetings/activities will be subject to a "Three Strikes" Policy regarding policy infringements.
a) First Incident=Warning Letter
b) Second Incident=Warning Letter & Verbal Notice
c) Third Incident=Loss of Privilege

12. ACCIDENTS/EMERGENCIES

12.01 In the event of a building maintenance emergency please contact a Tribal Maintenance Manager at 518-651-9959 or 651-9961

12.02 In the event of a personal injury or accident, the contact numbers for the Tribal Police are 518-358-9200 or the Mohawk Ambulance service at 613-575-2000.

13. ATTACHMENTS

13.01 Tribal Lobby Usage Application.

14. AMENDMENT

14.01 This policy may be amended from time to time by the Executive Director with 5 days' notice to the Tribal Council.

15. EFFECTIVE DATE

15.01 This policy shall take effect immediately from its adoption by the Executive Director.

Tsurusa Banciro 2/20/15

Executive Director

Date

**Utilization of Saint Regis Mohawk Tribal Building
Lobby Application Form**

Contact Person: _____

Address: _____

Phone #: _____ **Cell #:** _____

Date(s) of Usage: _____

Hour(s) of Usage: _____

Purpose of Usage: _____

Are Table and Chairs needed: _____

I, the undersigned, have received a copy of the Rules & Regulations governing the use of the Saint Regis Mohawk Tribal Building Lobby Usage Policy. I understand and agree to all the terms as outlined. I accept full responsibility for the management of the facility, during the time it is in use.

Signature

Date

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FOR OFFICE USE ONLY:

RECEIVED BY: _____ DATE: _____

APPROVED _____ DENIED _____ REASON: _____

REVIEWED BY: _____ DATE: _____

WORK ORDER DONE FOR TABLE / CHAIRS: _____ YES _____ NO

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