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**LUMBEE TRIBE OF NORTH CAROLINA**  
**COMMUNITY CENTER APPLICATION**  
**POLICY AND PROCEDURES**

**Please select the Community Facility of your choice:**

- Hawkeye Sands Boys and Girls Club
- First Nation Boys and Girls Club
- Two Stream Boys and Girls Club
- South Spirit Boys and Girls Club
- Pembroke Boys and Girls Club
- Soaring Eagle Community Building
- Lumbee Lodge Community Building
- Union Chapel Community Building

Full Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Other Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Entity Number: \_\_\_\_\_ Tribal District: \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Will event be catered: YES NO (if yes, please indicate time caterers will arrive) \_\_\_\_\_

Will you need to decorate for event: YES NO (if yes, please indicate time) \_\_\_\_\_

Purpose: To ensure that all Tribal Community Centers are operating with uniformity as it pertains to fiscal management, according to HUD regulations.

- Use of the Community Centers for those activities or events that are minor or incidental to housing related activities shall be supported by the payment of fees charged as outlined in this Community Center Policy. The Lumbee Tribe of North Carolina will schedule all events and collect all fees for the use of the Community Centers of The Lumbee Tribe of North Carolina.

- Persons who desire to use the Community Centers shall schedule such use with the Department Real Estate at the Lumbee Tribe of North Carolina main office building.
- Fees for such use shall be collected by the Department of Finance at the Lumbee Tribe of North Carolina main office building.

**Procedure: Please initial each of the following:**

\_\_\_\_\_ A user fee of \$325.00 will apply to all rentals. This fee will cover a six (6) hour event. For each additional hour (or any portion of an hour), there will be an additional \$20.00 charge. User fees apply to events only and do not apply to extracurricular activities for tribal youth or non-league sporting activities, at the discretion of the Tribal Administrator or his/her designee. No cost for governmental entities.

\_\_\_\_\_ Use of indoor facilities will include a damage deposit of \$100.00, payable at time of reserving and refunded completely provided floors have been mopped, there are no damages and the building is cleaned properly. If the building is left uncleaned the user will forfeit the entire \$100.00 security deposit. Any property damage beyond normal wear and tear shall be billed to the individual reserving the center. There shall not be anything stapled, taped or anyway adhered (including 3M hooks or mounting squares) on the walls, ceilings or floors. All decorations must be self-sustainable and lite weight such as easels, rolling carts, or arches weighing less than 25 pounds.

\_\_\_\_\_ User fees and deposits must be paid by a cashier's check or money order. ALL MONIES NEED TO BE PAID IN FULL ONE WEEK PRIOR TO DATE OF EVENT.

\_\_\_\_\_ Four Winds Community Center's interior design shall remain the same at all times.

\_\_\_\_\_ The Community Centers shall NOT be rented for wedding related activities, including but not limited to the following: Weddings, Receptions, Rehearsal Dinners or Showers.

\_\_\_\_\_ The Lumbee Tribe of North Carolina reserves the right to cancel reservations due to emergency condition, with reasonable notice to the reserving party.

\_\_\_\_\_ Tribal Community Centers shall be reserved by enrolled tribal members 21 years of age and older with an active enrollment.

\_\_\_\_\_ **Individuals reserving the Community Centers shall be on-site for the duration of the event.**

\_\_\_\_\_ The Lumbee Tribe of North Carolina shall not be liable for any injuries, death or property damages arising from the use of the building.

\_\_\_\_\_ Under no circumstances shall any individual attending an event at a Community Center use illegal drugs, tobacco products, consume alcohol or bear a firearm while on the premises. Any individual in attendance that is visibly under the influence of any intoxication substance shall be removed from the property at the discretion of the person reserving the Community Center, any tribal representative or security personnel.

\_\_\_\_\_ The building may be used as a voting site for any tribal or governmental election; however, there shall be no political activities or political campaigning on any tribal properties, with the exception of Election Day.

\_\_\_\_\_ Any event coordinated, facilitated or sponsored by the Lumbee Tribe of North Carolina shall be given first opportunity to the use of the Community Centers.

\_\_\_\_\_ Individuals reserving the Community Centers shall remain at the Community Center until such a time as a Tribal Representative arrives to secure the facility.

\_\_\_\_\_ Event guests must be comprised of **at least 75% American Indian** individuals.

\_\_\_\_\_ No fundraising activities are allowed per HUD regulations or any type of money exchange.

\_\_\_\_\_ Individuals renting Lumbee Lodge and Hawkeye Boys & Girls Club are responsible for removal of their own trash from the premises.

**Hours of Operation:**

1. Tribal Community Centers shall not be open until 1:00 p.m. on Sundays.
2. Tribal Community Centers shall be clean and closed by 11:00 p.m.

To the extent this policy conflicts with local or county ordinances, the Lumbee Tribe of North Carolina defers to the stricter of the two policies.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Lumbee Tribe of NC Representative: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

State of North Carolina

County of \_\_\_\_\_

I, \_\_\_\_\_, Notary Public, do hereby certify that \_\_\_\_\_ (name of individual(s) whose acknowledgment is being taken) personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Official Seal) Official Signature of Notary

Notary's printed or typed name

Notary Public

My commission expires: \_\_\_\_\_