



# Wiyachi Village Elders Center

## POLICY

Approved by PRTHB April 30, 2018  
Amended December 3, 2021

The Wiyachi Village Elders Center may not be used for any other purpose without written consent of the PRTHB and the Wiyachi Village Elders Center may not be sublet.

- 1. Use of Center:** The Renter/User may use the Center, Patio, Kitchen, and designated restrooms as approved. Cooking/Food preparation is restricted to the kitchen. The Renter/User shall not use any other portion of the building. The Renter/User shall not allow any invitees and guest to enter any portion of the building other than the areas mentioned above. Please be advised wakes are not allowed at the center. PRTHB will waive the fees for funeral receptions (only). Other requests will be reviewed, however at the discretion of the PRTHB, request maybe denied depending on the activity or event.
- 2. Security:** It is the responsibility of the Renter/User to provide security or a responsible party to ensure there is no fighting, drinking alcohol, drug use, and to keep a peaceful event that will not disturb the Elder residents. Renter/User will be held responsible for any cost related to the use of emergency personnel response caused by a false fire alarm. Loud music is not prohibited outside the center, music inside must be kept at a respectable level.
- 3. Legal Occupancy Limits:** The legal maximum occupancy of the center is 66 people for dining (tables and chairs), 142 people (chairs only).
- 4. Hours during use:** The Renter/User is responsible for ensuring all guests, invitees, leave the center promptly once the assigned time has expired. The center use hours are Monday – Friday 4:30 p.m. – 8:00 p.m. Saturday 9:00 am – 6:00 p.m. Wiyachi Village Center is closed on Sundays.

5. **Fee Scale:**

Individual Tribal Member \$100.00 each day on weekdays/Saturday. \$150.00 with kitchen  
Tribal Business/Entity \$250.00 each day on weekdays/Saturday. \$300.00 with kitchen  
Pit River Tribal Housing Board reserves the right to waive fees.

6. **Security Deposit:** Renter/User shall pay a security deposit in the amount of \$150.00.

7. **Not responsible for Personal Property:** The PRTHB or PRTHB Staff is neither responsible nor liable for the theft, loss or damage to materials, equipment, or other personal property of the Renter/User or invitees and guest.

8. **Restrictions:** Smoking is prohibited inside the building. No burning candles or open flame inside or near building. Alcohol and drugs is prohibited in the center or on the property.

9. **Equipment and Supplies:** Renter/User shall have the right to use the movable tables, chairs, kitchen equipment and utensils.

10. **Cancellation:**

- a. By the Renter/User: The Renter/User may cancel a scheduled use of the center without penalty by providing a notice of cancellation at least 48 hours before the scheduled rental period. Notice of Cancellation must be provided in writing.
- b. By the PRTHB: While PRTHB will make every effort to avoid cancelling use of the building, the PRTHB has an absolute right at any time to cancel Renter/User use of the building. PRTHB will attempt to reschedule to another date and time within the same requested time. If no acceptable alternative date and time can be agreed upon the PRTHB will refund security deposit.

11. **Reservations:** Request must be submitted a minimum of three weeks prior to the date of use. Emergency request will be considered. An individual must be 18 years or older to request and sign the agreement. Requests are handled on a first come first served basis. The center will not be reserved until approved, and agreement signed.
  
12. **Care and Cleaning:** The Renter/User agrees the Center will be cleaned, in good working order and in satisfactory condition when the Renter/User's time of use. Janitorial services are not provided. The Renter/User is responsible for the care and cleaning of the center and kitchen. The Renter/User shall immediately replace or pay for repair of any damage. The Renter/User shall leave the premises in the same condition as it existed upon execution of this agreement. Additional clean-up charge will apply if not cleaned. **NO** tacks, adhesive material or tape is to be used on walls or structures. No garbage will be left in the kitchen or center, all garbage must be removed.
  
13. **Set up and Removal:** The Renter/User is responsible for set-up of the center, including chairs, tables, etc. The Renter/User is responsible to fold tables and chairs once event is done, and put back into storage. Or tables and chairs must be set up in the order they were.
  
14. **Inspection:** A PRTHB Staff Member shall inspect the premises after the rental. If the center, kitchen and or premises have properly cleaned and vacated and no damages have been incurred, Renter/User's security deposit will be returned within 14 (fourteen) days. If there are damages or failure to adequately clean up, the costs of such damages or clean up shall be deducted from the security deposit. If the cost exceeds the security deposit, an invoice will promptly be prepared and provided to the Renter/User.
  
15. **Parking:** Parking is prohibited within the Wiyachi Village and at the Wiyachi Village Elders Center. Loading and unloading is acceptable temporarily. All vehicles must be parked on Park Avenue outside the Wiyachi Village.