



# DR. BUU NYGREN *PRESIDENT*

# RICHELLE MONTOYA *VICE PRESIDENT*

## The Navajo Nation | Yideeskáądi Nitsáhákees

### Navajo Division of Transportation Facility Usage Policy

Navajo Division of Transportation (Navajo DOT) makes their facility available to groups or organizations for meetings or other events, whenever possible.

#### General Guidelines and Requirements:

1. For the purpose of this policy, any reference to facility includes reference to any property of Navajo DOT, including conference/meeting rooms, furniture and equipment.
2. Each group or organization is required to submit a request for usage at least 72-hours prior to usage. Additionally, a 48-hour cancellation notice if facility will not be utilized.
3. Every group or organization is required to abide by all Navajo Nation guidelines, requirements, and other restrictions regarding usage of Navajo DOT facilities.
4. Users of Navajo DOT facilities agree to the utmost care of Navajo DOT facilities and agree to leave the facilities in good, clean condition.
5. All requests for usage of Navajo DOT facilities are subject to approval by Navajo DOT's Division Director, or an assigned representative.
6. Each group or organization is required to complete and deliver to Navajo DOT a signed agreement.
7. Navajo DOT does not provide catering services.
8. Navajo DOT does not provide duplicating services.

#### General User Responsibility

#### Additional Requirements and Restrictions:

1. Those using Navajo DOT's facilities agree to release, protect, defend, indemnify and hold harmless Navajo DOT employees from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Navajo DOT facilities.
2. In the event of damage to Navajo DOT facilities, those using any Navajo DOT facilities shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by Navajo DOT or designee and shall pay Navajo DOT for such repair and replacement costs upon demand.
3. The transfer or passing on by any group or organization of permission to use Navajo DOT facilities to any other persons or organizations is strictly prohibited.
4. Those using Navajo DOT facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
5. Users may not take tables and/or chairs, and/or other items, from other rooms and/or area of Navajo DOT facilities.



# DR. BUU NYGREN *PRESIDENT*

## RICHELLE MONTOYA *VICE PRESIDENT*

The Navajo Nation | Yideeskáꞩi Nitsáhákees

6. The use of tobacco products, alcoholic beverages or drugs is strictly prohibited on Navajo DOT premises.

This policy is applicable for usage of Navajo DOT facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of Navajo DOT facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. Navajo DOT representative has the authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval from Navajo DOT Division Director.