



DR. BUU NYGREN *PRESIDENT*

RICHELLE MONTOYA *VICE PRESIDENT*

The Navajo Nation | Yideeskáądi Nitsáhákees

NAVAJO DIVISION OF TRANSPORTATION

Contact & Event Information

Sponsor Name/Title:	
NN Division, Program, or Enterprise Name:	
Address:	
Email Address:	Contact Number: -

Meeting Information

Meeting/Event Purpose & Description:	
Date(s) / Time(s) of meeting or event:	
Notes / Special Instructions: None	
Number of Attendees: _____	Conference Room Setup:
<input type="checkbox"/> Wi-Fi Access	<input type="checkbox"/> Classroom Style
<input type="checkbox"/> Speakers	<input type="checkbox"/> Conference Style
<input type="checkbox"/> Projector	<input type="checkbox"/> Hollow Square
<input type="checkbox"/> Ethernet Connection	<input type="checkbox"/> U-Shape
<input type="checkbox"/> Monitor	
<input type="checkbox"/> Microphone	



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FACILITY POLICY AND USAGE AGREEMENT

Pursuant to the Navajo Nation Risk Management Policies, Navajo Division of Transportation has been advised to disallow the usage of our conference rooms to non-Navajo Nation entities as they are not covered under the Navajo Nation insurance policy.

1. For the purpose of this policy, any reference to facility include 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. Room rental shall be from 8:00 am to 4:30 pm.
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 (copies, printing, faxing, emailing, etc.)
9. Navajo DOT does not provide office supplies (pens, paper, markers, staplers, etc.)

The above-named Group or Organization (1) acknowledges receipt, from Navajo DOT, of Facilities Usage policy, and has read and fully understands all guidelines, requirements, restrictions and other provision set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of Navajo DOT facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with Navajo DOT's Facilities Usage Policy in connection with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, and such additional requirements and restrictions as may be communicated on behalf of Navajo DOT to the above-named group or organization prior to or in the course of such usage.

Signature: _____

Date: _____

Print Name/Title: _____

Authorized Representative