



LUMBEE TRIBE OF NORTH CAROLINA

COMMUNITY CENTER APPLICATION POLICY AND PROCEDURES

Full Name of Applicant(s): _____

Mailing Address: _____

Physical Address: _____

Home Number: _____ Work Number: _____ Cell Number: _____

Other Contact Phone Number: _____ Relationship: _____

Entity Number: _____ Tribal District: _____

Date of Event: _____ Start Time: _____ End Time: _____ Number of People: _____

Description of Event: _____

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 of Public Affairs 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:

1. A user fee of \$150 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 \$50 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.
2. Use of indoor facilities will include a damage deposit of \$100, payable at the time of reservation and refunded completely, provided floors has been moped and there are no damages and the building is left clean. If the building is not clean the user will forfeit the entire \$100 security deposit. Any property damage beyond normal wear and tear shall be billed to the individual reserving the center. There shall not be anything stabled or taped or anyway a temporary holding for balloons or etc. on the walls. If so this is damage to the property and may close the rental to loose there deposit. The individual shall be precluded

from the use of any tribal facility or tribal program until arrangements have been made to satisfy the debt. Any deposit money will be returned no later than ten (10) days after a satisfactory inspection of the center and grounds. No security deposit shall be charged for events sponsored by governmental entities.

3. **User fees must be paid by cashier's check or money order. ALL MONIES NEED TO BE PAID IN FULL A FULL WEEK BEFORE THE EVENT.**
4. The Lumbee Tribe of North Carolina reserves the right to cancel reservations due to emergency conditions, with reasonable notice to the reserving party.
5. Tribal Community Centers shall be reserved by eligible tribal members 21 years of age or older. Individuals reserving the Community Centers shall be on-site for the duration of the event.
6. Any Individual reserving Community Centers for events occurring after 7:00 p.m. shall be required to pay an additional \$20 per hour (minimum of three (3) hours) for the provision of security. No deposit for the provision of security shall be charged for events sponsored by governmental entities.
7. The Lumbee Tribe of North Carolina shall not be liable for any injuries, death or property damages arising from the use of the building.
8. Under no circumstance 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 intoxicating substance shall be removed from the property at the discretion of the person reserving the Community Center, any tribal representative or security personnel.
9. 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.
10. 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.
11. Individuals reserving the Community Centers shall remain at the Community Center until such time as a tribal representative arrives to secure the facility.
12. Event guests must be comprised of at least 75% American-Indian individuals.
13. No fundraising activities are allowed per HUD regulations.

Hours of Operation:

1. Tribal Community Centers shall not open until 1:00 p.m. on Sundays.
2. Tribal Community Centers shall be clean and closed by 12:00 a.m. (midnight).

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:** _____

LUMBEE TRIBE OF NORTH CAROLINA
Community Application Policy and Procedures

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

1. Use of the Community Centers for those activities or events that are minor or not incidental to housing related activities shall be supported by the payment of fees charged as outlined in the community Center POLICY.
2. 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.
3. **Persons who desire to use the Community centers shall schedule such use with the Department of ASSETS at the Lumbee Tribe of North Carolina main office building by contacting Doug Locklear at 910-522-5190.**
4. Fees for such use shall be collected by the Department of Finance at the Lumbee Tribe of North Carolina main office building.
5. **No fundraising events shall be held at community center sites.**

PROCEDURES:

1. **Tribal Community Centers shall be reserved by ACTIVE Tribal members 21 years of age or older.**
2. Applications will be taken at the Lumbee Tribe of North Carolina main complex every day from 8am- 4:30pm.
3. **Event guest must be of at least 75% American Indian individuals.**