

**MATCH-E-BE-NASH-SHE-WISH BAND OF POTTAWATOMI INDIANS
POLICY AND PROCEDURE MANUAL**

Section:

Policy Number:

Policy: Luella Collins Community Center Usage	Effective Date: Date Revised:
References:	Responsible Official: Public Works Director
Policy Type: Governmental	Tribal Administrator Signature:

PURPOSE: To ensure that the Luella Collins Community Center be used in a manner that represents the Tribe’s mission and in accordance with all rules and regulations set forth by the Gun Lake Tribe.

I. POLICY

It is the policy of the Gun Lake Tribe to ensure that the Luella Collins Community Center is available for use by Tribal Citizens, General Public and Governmental Programs, in a safe and proper manner.

II. SCOPE

This policy applies to the use of Luella Collins Community Center and those entities who are using the property.

III. AUTHORITY

The Tribal Administrator’s office has the responsibility for management and enforcement of this policy in collaboration with the Public Works Department.

IV. DEFINITIONS

- A. Administration Building - the GLT’s main administration building located within the GLT’s Government Campus.
- B. Agreement or Application - the Properties Use Application and Agreement attached as Appendix A.
- C. Applicant - the person or entity identified as the applicant on an Application.
- D. LCCC - the property, owned by the Gun Lake Tribe, located at 419 126th Ave, Wayland, Michigan 49348.
- E. Citizen - a duly enrolled member of the GLT who is at least eighteen (18) years of age.
- F. Deposit - means any payment which must be submitted with an Application, the amount of which may be adjusted by the Tribal Administrator from time-to-time.
- G. Facilities - the following facilities, or areas of facilities, owned by the GLT. Along with any furnishings, fixtures, and equipment, including (if applicable) cookware, cutlery, utensils and dishes.

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1. Luella Collins Community Center
 - a) Great Room
 - b) Multipurpose Room
 - c) Kitchen
 - d) Basketball Hoop
 - e) Volleyball Net
 - f) Fireplace
 - g) Crafting Room
 - h) Meeting Room #1
 - i) Meeting Room #2
 - j) Observation Deck
 - k) Playground
 - l) Lake, Dock and Boats
 - H. GLT - means the Gun Lake Tribe, including any department of the GLT or any entity which is wholly owned by the GLT.
 - I. Guest - means any guest or invitee, or any other who enters the subject Premises with the consent of the licensee between the start time and end time covered by the Application.
 - J. Licensee - the person or entity identified as the licensee on a fully executed Agreement.
 - K. Non-Citizen - any person or entity other than a Citizen or Spouse of the GLT.
 - L. Official - any person(s) authorized by the Tribal Administrator to administer this policy.
 - M. Official Use - use of the Properties for any event which is conducted, organized or sponsored by the GLT.
 - N. Policy - this Properties Use Policy.
 - O. Private Use - any use of the properties other than Official Use.
 - P. Properties - the Luella Collins Community Center.
 - Q. Public Works Building - GLT's Public Works building located within the GLT's Government Campus.
 - R. Spouse - means any person married to, or recognized as being married to, a Citizen.
 - S. Tribal Administrator - the GLT's Tribal Administrator.
- V. PRIORITY OF USE
- A. The GLT will accept reservations for private use of the properties by Citizens and spouses on a first-come-first-served basis, which shall be determined based upon the date and time that a completed application and deposit are received by the GLT.
 - B. If the GLT seeks to use the properties for official use, then the GLT retains the right to cancel any reservation for any private use of the properties and to terminate any agreement with any applicant without liability or recourse, subject however, to appeal to the Tribal Administrator under Subparagraph VII (F) of this Policy.

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- C. If the GLT determines that any private use by Non-Citizens will advance or promote a public or GLT program, interest or goal, then the GLT retains the right to cancel any reservation for any private use of the properties and to terminate any agreement without liability or recourse, subject however, to appeal to the Tribal Administrator under Subparagraph VII (F) of this Policy.
- D. The official or designee will maintain an up-to-date calendar to monitor all reservations.
- E. The official or designee will maintain up to date files including agreements relating to use of the properties.
- F. The official will endeavor to provide an applicant with notice of any cancellation or termination promptly after any decision is made.

VI. USE LIMITS

- A. The official will accept reservations for private use of the properties, or permit a licensee to use the same properties under agreement:
 - 1. For no more than seven (7) consecutive days; or
 - 2. Unless a minimum of four (4) days have passed since the date of last use under an agreement.
- B. In addition to the above limitations, the official may deny an application if the official reasonably concludes that the frequency of the applicant's use of the properties for private use has, or will, deny a fair opportunity for Citizens and spouses to use the properties for private use.

VII. ELIGIBILITY

- A. An applicant must be at least eighteen (18) years of age, regardless of Tribal affiliation.
- B. Any licensee who failed to comply with an agreement shall not be eligible to submit an application to use the properties for private use for one (1) year from the date of such non-compliance.
- C. Any person who is ineligible to enter the subject properties under GLT Law shall not be eligible to use the properties for private use.
- D. The official shall reject an application if:
 - 1. It is incomplete;
 - 2. The applicant is not eligible to use the properties for private use;
 - 3. Any deposit was not paid in full at the time the application is submitted; or
 - 4. The use time limits in Section VII of this Policy apply.
- E. The official shall inform each applicant, in writing, of their decision to approve or deny an application.
- F. An applicant may appeal any decision of the official to the Tribal Administrator.
 - 1. The appeal must be submitted, in writing within two (2) business days of being notified of the decision.
 - 2. The Tribal Administrator shall review and render a decision within five (5) business days on any appeal.

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3. All decisions of the Tribal Administrator on the appeal are final and not subject to further appeal.

VIII. RESERVATION

- A. All reservations for the Luella Collins Community Center (LCCC) must be made with the Tribal Chairperson or Tribal Council for non-citizens; and with the Operations Manager for all tribal citizens.
 1. Reservations will only be granted to persons at least age 18 or older, regardless of tribal affiliation.
 2. The Lead Contact for a reservation must be present for the duration of the event. At no time will it be acceptable for the Lead Contact to leave while the event is in progress.
 3. Reservations must be made by requesting and completing the Reservation Request Form.
 4. The Reservation Request Form must be turned in no less than fifteen (15) business days prior to the requested date.
 - a) The Tribal Council and the Tribal Administrator reserve the right to approve events that do not meet the required timeline (i.e. wakes, funerals, etc.).
 - b) Non-tribal event reservations will not be accepted any more than three (3) months in advance.
 5. The Operations Manager will send a confirmation letter to the Lead Contact stating approval/denial of the reservation within five (5) business days of receiving the Reservation Request Form.
 6. The Lead Contact must send the signed Acknowledgement Form as well as the appropriate rental fee and security deposit to the Operations Manager within five (5) business days of receiving the confirmation letter stating approval of the reservation.
 - a) If the signed Acknowledgement Form and the appropriate rental fee and security deposit are not received within five (5) business days of the Lead Contact receiving the confirmation letter the reservation may be forfeited.
 7. If the Lead Contact chooses not to sign the required forms the reservation will be forfeited.
- B. A calendar of all the scheduled events and related charges will be reported on a monthly basis to the Tribal Administrator and on a quarterly basis to the Tribal Council.
- C. The cost of renting the facilities for non-citizens will be as follows:
 1. Up to four (4) hours- \$250.00
 2. Between four (4) and six (6) hours- \$400.00
 3. Over six (6) hours- \$600.00
 4. There is a rental charge of \$50.00 for tribal citizens or for a tribal citizen's parent/legal guardian. However, \$25.00 of the rental fee will be returned to the event Lead Contact within seven (7) business days of the completion and approval of the Walkthrough Check-Sheet.

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- D. Upon approval of the reservation a returnable \$200.00 security deposit will be required of non-tribal citizens.
 - 1. The security deposit does not apply to the following:
 - a) Tribal sponsored events
 - b) Continuous events (i.e. classes, sports leagues, etc.)
 - 2. The security deposit will be returned to the event Lead Contact within seven (7) business days of the completion and approval of the Walkthrough Check-Sheet.
- E. The Lead Contact of the scheduled event will need to sign an acknowledgement of the required and applicable usage policies, which include:
 - 1. Kitchen Rules
 - 2. Clean-up Process
 - 3. Closing Procedure
 - 4. Event Evaluation Check Sheet
 - 5. Fire Place (See User Manual)

IX. EVENT SET-UP

- A. The Operations Manager will be responsible for the following prior to the start time of any event:
 - 1. The Operations Manager will review the monthly event calendar on a daily basis to ensure proper set-up for scheduled events.
 - 2. According to the requirements noted by the Lead Contact, the Operations Manager will have the area set up a minimum of two (2) hours before the start of the event. This will include:
 - a) All tables and chairs.
 - b) Appropriate set up of partition walls.
 - c) Arrangement of furniture in the Great Room.
 - d) If requested, place announcement sign by the road.
 - e) If weather conditions warrant; ensure that all walkways and entryways are free of debris, ice and constricting materials that may interfere with the safe usage of the facility.
 - f) Have the LCCC heated/cooled to the desired temperature no less than one (1) hour before the event.
 - g) Empty all wastebaskets and fill with new bags prior to a scheduled event.
 - h) Stock bathrooms with toilet paper, hand soap and hand towels.
 - i) Clean all toilets and sinks.
 - j) Empty all ash trays from designated areas.
 - k) Sweep/mop all the bathrooms, kitchen and the area around the fireplace.
 - l) Vacuum all carpeted areas.
 - m) Clean all stainless steel appliances with the proper cleaning agent.
 - n) Set up any requested gym equipment such as basketball hoops, volleyball net and any other requested gym equipment.

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3. The Operations Manager will also be responsible for all tear down following the event that relates to the set-up procedures listed above.
- B. The Lead Contact of the event will be responsible for the following:
 1. Abiding by all Policies and Procedures.

X. USAGE

- A. When using the LCCC, the following items are available for use:
 1. Pots and pans
 2. Salt and pepper
 3. Plates, bowls, coffee mugs and cups
 4. Silverware and serving utensils
 5. Dishcloths and hand towels
 6. Refrigerator and freezer
 7. Coffee makers
 8. Coffee
 9. Serving Cart
 10. Wood for the fireplace
 11. Trash bags
 12. Tables and chairs
 13. All lounge furniture
- B. You must provide your own paper/plastic products

XI. EVENT CLEAN-UP

- A. The Lead Contact for an event will be responsible for the appropriate clean-up of the areas used:
 1. The Kitchen Area, which will include:
 - a) The countertops must be wiped down using the 3-step cleaning process noted in Sec. XI, B (pg. 8).
 - b) All dishes used must be washed, dried and put away immediately.
 - c) When washing dishes by hand, you must use the following process:
 - i. Wash with hot soapy water in the first sink,
 - ii. Rinse in plain hot water in the second sink; and,
 - iii. Perform a final rinse in hot bleach water (1 part bleach to 10 parts plain water) in the third sink.
 - d) All used towels must be placed in the appropriate bin.
 - e) Coffee machines must be cleaned and put away.
 - f) Any soda cans, or other approved returnable, being left at the LCCC must be rinsed out and placed in the return box in the kitchen.
 - g) All wastebaskets must be emptied and refilled with new garbage bags by the Lead Contact.
 - h) All trash must be brought out to the garbage dumpster which is located behind the kitchen loading zone in a fenced area.

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- i) All recyclable materials must be properly disposed of.
 - i. All clean glass bottles/jars, metal cans, and #1,#2, #5 plastic containers must be disposed of in the recycling dumpster labeled “comingled” located outside the kitchen door.
 - ii. All cardboard boxes must be broken down and disposed of in the recyclables dumpster labeled “cardboard/paper” located outside the kitchen door.
 - iii. All office paper, newspaper or other clean paper must be disposed of in the “cardboard/paper” recyclables dumpster.
- j) Any equipment that was taken out of a storage area must be returned to its appropriate place.
- k) All food not used at event will be removed/disposed of.
2. The Multipurpose Room and the hallway area, which will include:
 - a) All tables must be wiped down using the 3 Step cleaning process noted in Sec. XI, B (pg. 8).
 - b) All chairs must be wiped down.
 - c) All table dressings/linens and paper products must be removed and discarded.
 - d) Any spills on the carpet must be addressed immediately and noted on the Walkthrough Check-sheet.
 - e) All wastebaskets must be emptied and refilled with new garbage bags by the Lead Contact.
 - f) All trash must be brought out to the dumpster at the back of the building.
3. The Great Room, which will include:
 - a) All tables must be clean.
 - b) All paper, trash, etc. should be taken care of properly.
4. The Observation Deck, which will include:
 - a) Any lounge furniture that was moved must be put back.
 - b) All paper, trash, etc. should be taken care of properly.
5. Meeting Rooms #1 and #2 in the lower level, which will include:
 - a) All tables must be wiped down using the 3 Step cleaning process noted in Sec. XI, B (pg.8).
 - b) All chairs must be wiped down.
 - c) All wastebaskets must be emptied and refilled with new garbage bags by the Lead Contact.
 - d) All trash must be brought out to the garbage dumpster which is located behind the kitchen loading zone in a fenced area.
 - e) All recyclable materials must be properly disposed of.
 - i. All clean glass bottles/jars, metal cans, and #1,#2, #5 plastic containers must be disposed of in the recycling dumpster labeled “comingled” located outside the kitchen door.

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- ii. All cardboard boxes must be broken down and disposed of in the recyclables dumpster labeled “cardboard/paper” located outside the kitchen door.
 - iii. All office paper, newspaper or other clean paper must be disposed of in the “cardboard/paper” recyclables dumpster.
 - f) Any spills on the carpet must be addressed immediately and noted on the Walkthrough Check-sheet.
- B. The following 3 Step procedure should be used when cleaning after an event:
- 1. Step 1- Spray the surface with soapy water (Bottle #1) and wipe clean.
 - 2. Step 2- Spray the surface with plain water (Bottle #2) and wipe clean.
 - 3. Step 3- Spray the surface with bleach water (Bottle #3) and allow to air dry.
- Note: The 3 Step cleaning bottles can be found in the kitchen.

XII. CLOSING PROCEDURE

The following outlines the procedure which is to be followed by the Operations Manager/ Program Director when closing the LCCC after an event.

- A. Turn off all bathroom heaters (November thru March the heaters should be left at 1).
- B. Verify that all kitchen appliances are turned off.
- C. Make sure that all lights are turned off.
- D. Close and lock all doors.
- E. Close and lock all windows.
- F. Ensure that all glass doors are closed on the fireplace.
- G. Activate alarm system.
- H. Shut and lock the outside door carefully (Please note that letting the outside door swing shut on its own may jar the inside door, causing the alarm to go off).
- I. Close the gate by bringing both sides together and use the chain and padlock to secure the gate. Make sure that the padlock is locked and turn the numbers so the combination is no longer visible.

XII. RULES OF USE

A. General:

- 1. The LCCC is to only be used in the manner for which it was reserved (ie: if reserved for a luncheon, you may not then set up for basketball/volleyball).
- 2. When using the facility you will be required to remain on the floor that was reserved.
- 3. Special decorations are allowed. However, absolutely no tape or pins are allowed on any painted surface or wood beams, and no confetti is allowed.
- 4. Parents/guardians are responsible for their children at all times.
- 5. Absolutely no chairs or tables outside at any time.
- 6. The Tribe is not responsible for any lost or stolen items. We do have a Lost & Found bin where items will be kept.
- 7. No playing on the elevator.

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8. No alcohol or drugs on the premises.
 9. No smoking inside the building.
 - a) When smoking outdoors all cigarette butts must be placed in the appropriate receptacle.
 10. The building capacity is 296. This is the number that the occupancy permit allows.
 11. No horseplay allowed.
- B. Great Room:
1. No food or drink is allowed in this area, unless authorized by a Tribal Official.
 2. Absolutely no one in the reception area at any time.
 3. No one is permitted to touch the computer or any other equipment located in the reception area.
 4. No fires in the fireplace unless pre-approved.
 5. No climbing or jumping on the furniture.
 6. If lounge furniture is moved it must be put back in its original place.
- C. Multi-Purpose Area:
1. When playing sports the kitchen serving windows and the room divider must be closed.
 2. Do not intentionally hit any lights, clocks or the thermostat.
 3. No other sports besides volleyball and basketball, unless pre-approved by the Operations Manager.
- D. LCCC Exterior and Grounds
1. No driving any vehicles on grass areas at any time.
 2. No one is allowed in or around the house located on the property at any time.
 3. No one is allowed in or around the pole barn located on the property at any time.
 4. No climbing on fencing at any time.
 5. No one is allowed around the dumpster area unless for the disposal of trash.
 6. No one is allowed in or around the detention pond at any time.
 7. No one is allowed to climb on or jump off of the 0218dock at any time.