



KWANLIN DÜN FIRST NATION

Nàkwät'à Kù Rental Policy

November 19, 2018



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1. SCOPE

All Kwanlin Dün departments, community members, other organizations

2. PURPOSE

To set criteria for the use of Nàkwät'à Kù and clarify the process and costs to rent the facility.

3. POLICY

Nàkwät'à Kù is an important asset of the Kwanlin Dün First Nation and holds a prominent place in the community. The name Nàkwät'à Kù in Southern Tutchone means “Ceremony House” and signifies a commitment to the community to return to the use of traditional laws and cultural practices. Traditional laws, practices and customs must be followed inside the hall, at the fire pit and the grounds surrounding the building.

Nàkwät'à Kù is rented out for ceremonial and cultural activities. It is important that all renters of Nàkwät'à Kù and all participants at events held at Nàkwät'à Kù be respectful of the facility, the fire pit and the land surrounding the facility.

Funeral services and burial potlatches for Kwanlin Dün citizens and their immediate families* are also held at Nàkwät'à Kù. These services will always take precedence over the other meetings or previously booked events.

* The meaning of “immediate family” is the same as defined by paragraph 67(1)(r) of the *Constitution of the Kwanlin Dün First Nation*:

“Immediate Family Member”, with respect to any person, means:

- (i) the person’s Spouse, parent, child, or grandchild;
- (ii) the Spouse of the person’s child; or
- (iii) a child of the person’s Spouse, if that child is treated as a child of the person.

Kwanlin Dün also rents the potlatch house to Kwanlin Dün departments, other First Nations, and outside organizations to host meetings or events. The renter must follow traditional laws, practices and customs by showing respect for the facility, the equipment, furnishings, the fire pit and the grounds of Nàkwät'à Kù that are part of the rental package. All fees are applicable.



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The use of alcohol and drugs is strictly prohibited at the fire pit, inside of Nàkwät'à Kù and on the land surrounding the facility.

All events, with the exception of a Kwanlin Dün funeral, must be booked in advance.

Other First Nations may rent Nàkwät'à Kù for funeral or potlatch services, but previously booked events will not be bumped to accommodate. All applicable fees must be paid in advance.

If a previously booked event has to be cancelled due to a Kwanlin Dün funeral service, Community Services will notify the renter of the booking cancellation and refund the damage deposit and any rental fees already paid for the use of Nàkwät'à Kù.

4. FEES

The following fees are charged to rent Nàkwät'à Kù:

Unit	Tier 1 KDFN citizens	Tier 2 KDFN depts./outside orgs.
Hall rental		\$200/day
Kitchen rental (with hall)		\$100/day
Kitchen rental only		\$125/day
Coffee urns		\$45
Mandatory cleaning fees		\$125/day/hall \$100/day/kitchen \$100/day/washrooms
Sound system		\$100
Mandatory damage deposit	\$250	\$350/day/hall \$175/day/kitchen
Key Deposit		\$75



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- a) To be in compliance with Occupational Health & Safety Legislation and Policies, only certified cleaning staff who have taken the standard WHMIS training can use the necessary industrial strength cleaners safely.
- b) The cost to repair damage caused to the facility, the fire pit or the land surrounding Nàkwät'à Kù will be deducted from the damage deposit. The renter may face additional charges to cover the cost of repairs if it exceeds the damage deposit or the ability to rent in the future may be affected.
- c) Rental fees are also waived to enable organizers of Kwanlin Dün cultural events to use the facility free of charge. This includes the Kwanlin Dün dance groups, stick gambling practices and other cultural events for Kwanlin Dün citizens. Mandatory damage deposit fees are still in effect and payable at the time of booking. The same arrangements apply to recreation programs for youth.
- d) Revenue generating events except for fundraising by citizens will require all applicable rental fees to be paid.
- e) All renters will be charged for willful damage caused to the facility.

5. PROCEDURE

1. To book Nàkwät'à Kù call 633-7833 or e-mail community.service@kdfn.net
2. If booking was made over the phone, Community Services will follow up with an e-mail to confirm the dates.
3. The renter will go to Community Services to fill out the forms and pay the applicable fees.
4. The renter will be told that an event may be cancelled if Nàkwät'à Kù is needed for the funeral and burial potlatch of a Kwanlin Dün citizen or his or her immediate family.
5. Kwanlin Dün First Nation departments will provide Community Services with a Purchase Order for hall rental and cleaning fees. Community Services will invoice the renter for any damages incurred.
6. Renters of the hall are required to provide two payments in cash, or by credit or debit card: one to cover the damage deposit, and one to cover the rent and



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cleaning fees as outlined in the rental agreement and fee schedule. Citizens are required to provide one payment of the damage deposit only as outlined in the fee schedule.

7. If the public address system is needed for the event, it must be booked in advanced to allow ample time for set up.
8. Before the event takes place, the renter and a staff member from Community Services will do a walk-through inspection to ensure the hall and washrooms are clean, take an inventory of kitchen equipment (if the kitchen is being rented), and ensure the sound equipment is complete (cords, batteries, etc.) if it is being used.
9. The renter will pick up the key from Community Services.
10. The renter is responsible for all table and chair set ups, including take down.
11. Community Services will make sure the heat is on (if needed) so the hall is warmed up for the meeting or event.
12. The renter will make sure the kitchen equipment has been washed and put away in its proper place. A check of the inventory sheet will ensure that all dishes, utensils, pots, etc. are accounted for.
13. The renter will remove all leftover supplies and food from the kitchen or it will be considered abandoned.
14. In order to comply with Occupational Health & Safety legislation and policies, Community Services will apply a mandatory cleaning fee to all rental agreements.
15. The renter will return the key to Community Services immediately after the event or as soon as possible if the event has taken place outside of normal business hours.
16. Community Services and the renter will perform another walk-through inspection to ensure the hall and washrooms are clean, and take an inventory of the kitchen equipment to ensure that all parts of the sound equipment have been returned and properly stored.



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17. If there is no damage to the facility, equipment, furnishings, fire pit or the land surrounding Nàkwät'à Kù the damage deposit will be returned to the renter.
18. If damage has occurred, Community Services has the right to retain the damage deposit to cover the cost of repairs. If the damage deposit does not cover the full cost of repairs, the renter will be billed for additional costs.
19. The fire pit is only available with the rental of the hall. The fire pit is included with the hall donation for funerals/burial potlatches only.