RAWHIDE
WESTERN TOWN

ANTHONY B. SHELDE COMMUNITY
BUILDING USE REQUEST FORM (2026)

Name:	Date:
Organization:	Address:
Phone Number:	Email:
Event Date:	Event Time(s):
Type of Event:	Guest Count:

Please contact Rawhide Sales at sales@rawhide.com to submit your request form. Reservations will only be accepted upon receipt of a completed use request form and fee payment via credit card. All requests must be received no later than 14 business days prior to the event. Reservations are subject to the following schedule and fees:

BUILDING AVAILABILITY

Guests may reserve the building in 4-hour increments, with access beginning as early as 7:00 AM and ending no later than midnight on the day of the reservation. Each booking includes **one hour for setup and one hour for teardown,** in addition to the reserved event time. Additional setup or teardown time is available at a rate of $50 per hour.

FEES

	GRIC DEPARTMENTS	NON-EXEMPT GROUPS	EXEMPT GROUPS
USE FEE	$0.00	$2,500.00	$300.00
REFUNDABLE DAMAGE DEPOSIT	$0.00	$300.00	$100.00
SET UP & TRASH REMOVAL FEE	$0.00	$100.00	$100.00
SECURITY FEE	$0.00	$35 PER HOUR	$35 PER HOUR
KITCHEN USE FEE *(IF APPLICABLE)*	$0.00	$50.00	$50.00
A/V EQUIPTMENT FEE *(IF APPLICABLE)*	$0.00	$50.00	$50.00

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INTRODUCTION

The mission of Rawhide is to create revenue streams for the Gila River Indian Community, to create jobs for the Community's members, and to maintain and protect the Community's assets. As such, the requested uses of the Shelde Community Building, which is consistent with the mission of Rawhide, holds the highest priority of use.

PURPOSE

The purpose of this document is to establish appropriate standards, priorities, and guidelines for scheduling the Shelde Building for use, which are consistent with the mission of Rawhide and to assure the safety of its occupants.

GROUPS AUTHORIZED TO USE THE BUILDING

The Shelde Building may be scheduled and used only for events which are consistent with the mission and priorities of Rawhide. Requests for use of the building will be considered based on the size and nature of the event, number of attendees, availability of space, impact on the Rawhide budget and personnel, and purpose of the event.

- GRIC Departments will not be charged for the use of the building if used for GRIC purposes. If an employee is inquiring to book for personal matters, they will fall into the Exempt Group.
- The Non-Exempt group includes non-community private users. Such users will be required to pay full facility use fees
- The Exempt group includes those listed below that may use the building at a discounted fee:
    - Whirlwind Gold Club
    - Churches and nonprofit organizations
    - Community Members
    - GRD employees

RESERVATIONS

Reservations are accepted on a first come first served basis. Activities may be moved or rescheduled to meet the needs of Rawhide.

- Groups or individuals wishing to reserve the building must do so in writing, by filling out and returning *this* Building Use Request Form to Rawhide Sales. The individual inquiring will be held accountable for adhering to these policies, the safety of the attendees of their event, and the preservation of the building itself.
- No organization or person may reserve the space on behalf of another organization or person. The individual reserving the building must be the primary organizer for the event.
- The reservation process is completed ONLY when the requestor has received a receipt of their refundable security deposit.
- Exempt users are required to provide the following with their completed request form:
    - Community Departments: Work ID
    - Church or Nonprofit: IRS Letter of Determination or W-9 with valid EIN
    - Community Member: Tribal ID
    - GRD Employee: Business Card and Work ID or Government ID

The name on any ID being used for a discounted fee MUST be the name of the primary organizer.

CANCELLATION OR CHANGES TO RESERVED SPACE

Cancellation of the reservation must be made no later than five (5) business days prior to the event. Failure to cancel reserved space in a timely manner may result in the assessment of additional charges. Chronic failure to relinquish unused space may result in the loss of scheduling privileges.

REASSIGNMENT OF SPACE

Rawhide may occasionally reassign space within the Anthony B. Shelde Building as necessary.

USE OF BUILDING OUTSIDE NORMAL OPERATING HOURS

Utilizing the building outside of its regular operating hours may incur additional utility costs and/or necessitate the presence of custodial, grounds, building, or maintenance staff to provide facility support and supervision. The required staffing will be determined by the GRD/Rawhide Director of Events, with all associated costs reimbursed by the user group.

BUILDING USE FEES

1. Anthony B. Shelde Use Fee
   - This fee represents reasonable compensation of actual operating expenses and capitalization compensation for Rawhide Facilities. These fees do not address labor expenses for set up or rental fees for miscellaneous equipment (i.e. tables, chairs, etc.)
2. Security Deposit
   - Security deposits will be required at the time of scheduling the reservation. This deposit is refundable pursuant there has been no damage, misuse, or theft to the Rawhide property or facilities.
3. Set Up & Trash Removal Fee
   - This fee represents the costs of preparing the venue for an event, such as arranging furniture, decorations, or equipment, as well as cleaning up afterward, including disposing of trash and restoring the space to its original condition.
4. Kitchen Use Fee *(if applicable)*
   - This fee covers the use of the small kitchen inside the Anthony B. Shelde Building. All the following will be available for use if kitchen is requested: refrigerator, stove, oven, microwave, and coffee maker.
5. A/V Equipment Fee *(if applicable)*
   - This fee covers the use of our audio-visual equipment in the Anthony B. Shelde Building. All the following will be available for use if requested: two (2) projection screens with HDMI hookups, microphone, and overhead sound system.

PARKING LOT USE

Approved organizations, groups, or individuals using the Anthony B. Shelde Community Building have access to the parking directly south of the building during their authorized scheduled event. Parking is only in the designated parking area for your guests. Should the need for overflow parking occur, then the gravel parking area (directly south across the street) from the Shelde building may be used. Do not park in the Whirlwind Golf Club parking area (west of the Shelde building). A temporary traffic barrier will be placed in the driveway between the Shelde building and the Whirlwind Golf Club for controlled traffic flow and to easily identify the Shelde building parking area. Parking spaces for those using a handicap placard have four (4) designated and marked parking spaces right in front of the Anthony B. Shelde building. Rawhide is not responsible for any theft or damage to any vehicles in the designated parking areas.

CATERING
Approved organizations, groups, or individuals utilizing the Anthony B. Shelde Community Building may independently arrange and bring in their own catering services, as Rawhide does not provide or oversee catering.

ALCOHOLIC BEVERAGES
Alcoholic beverages are prohibited within the Anthony B. Shelde Building or on the premises of the facility.

POSTING POLICY
Only Rawhide Facilities personnel are authorized to affix items to the facility using nails, screws, glue, paint, or similar materials. All installations must be supervised by Facilities personnel. The individual who signed the facility use agreement will be held responsible for any costs related to repairing the floor or wall damage caused by decorations or postings. Additionally, only Command Brand hooks are permitted for hanging decorations, while tape and staples are strictly prohibited.

MAINTENANCE
Rawhide grounds and other public areas are maintained on a regular schedule. Rawhide maintenance schedules typically will not be altered except with the approval of the Facilities Director. All organized events must be prescheduled through the scheduling coordinator. Maintenance and other operational needs will take precedence when scheduling outdoor activities.

CLEAN UP
The individual or organization hosting the event is responsible for ensuring the venue is cleaned up afterward. If the building is left dirty, in disarray, or damaged, Rawhide will use the security deposit to cover the costs of cleaning and repairs. If these costs exceed the deposit, the responsible individual or organization will be billed for the additional charges.

SECURITY REQUIREMENTS
Security personnel are required for the duration of the event. All security services must be booked and coordinated through Rawhide personnel. Security services will be billed at a rate of $35.00 per hour per security officer. The required number of security personnel will be determined by Rawhide based on the event's size, scope, and operational requirements.

RESPONSIBILITY
All groups are required to comply with Rawhide policies and regulations pertaining to the Anthony B. Shelde Community Building. Groups shall be held responsible for any damage or theft of Rawhide property.

INSURANCE
Client shall obtain and maintain during the Term of this Agreement, at its own cost and expense, insurance covering the Event as follows: (a) Commercial general liability insurance in an amount not less than One Million Dollars ($1,000,000.00) for each occurrence and Two Million Dollars ($2,000,000.00) aggregate.
The Certificate of Insurance shall be written from a Standard and Poor's or best ("A") rated (or better) insurance company. The Certificate of Insurance and endorsement shall name GRD, the Gila River Indian Community, their departments, agencies, assigns and agents as additional insureds.
Client shall provide GRD with the specified Certificates of Insurance along with the additional insured endorsements and any other reasonably requested coverage forms demonstrating that the insurance policy complies with the requirements of this Agreement prior to execution of this Agreement.

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BY SIGNING THIS FORM IT INDICATES YOU HAVE READ AND AGREE TO THE POLICIES AND PROCEDURES FOR RESERVING THE ANTHONY B. SHELDE COMMUNITY BUILDING.

Printed Name:	
Date:	
Signature:	