



Pokagon Band of Potawatomi Indians

**Facility Use Application**

58620 Sink Road  
Dowagiac, MI 49047

269-782-8998 Administration Office  
269-782-2232 Tribal Police Office  
269-783-0443 Housing & Facilities Office

**Facilities:** *Please check which facility or rooms you would like to use*

**Community Center:** Community Room \_\_\_\_\_ Kitchen (dependant on availability) \_\_\_\_\_

Lounge Room \_\_\_\_\_ Patio \_\_\_\_\_ Large Conference Room \_\_\_\_\_

Small Conference Room (available after 5pm M-F, and on weekends) \_\_\_\_\_

**Council Lodge** \_\_\_\_\_ **Pavilion** \_\_\_\_\_ **Pavilion Kitchen** \_\_\_\_\_ **Head Start** \_\_\_\_\_

**Elders Hall** (kitchen not available) \_\_\_\_\_ **Gage Street Lodge** \_\_\_\_\_ **Other** \_\_\_\_\_

Date Requested: From: \_\_\_\_\_ To: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Tribal ID # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Description of Event:

\_\_\_\_\_

*Please attach a Sketch of the desired layout of tables, chairs and other equipment for your event. We may or may not be able to accommodate such a layout however this will give us an idea of what you have in mind.*

- All members and guests are expected to follow all posted regulations
- Groups are expected to leave the /facility in equal or better condition than when they arrived.
- Must obey all applicable and Tribal laws, rules and regulations posted and/or not posted.
- There will be a deposit of \$50 or \$100 depending on the facility used, that will be refunded if there are no issues found upon inspection of facility after the event.
- The Member agrees to hold the Pokagon Band, including its officials, employees, and members, harmless and to indemnify the Pokagon Band from any and all injuries, damages, claims, and losses arising from or related to the use of the Facility, including reasonable attorney’s fees.
- By signing below, I state that I have read and understand the POKAGON BAND FACILITY USE POLICY and that I shall abide by the terms and conditions set forth herein.

Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Official Use Only: \_\_\_\_\_

Application collected by: \_\_\_\_\_ Date \_\_\_\_\_

Deposit collected by: \_\_\_\_\_ Date \_\_\_\_\_

Deposit Returned By: \_\_\_\_\_ Date \_\_\_\_\_