



**LUELLA COLLINS COMMUNITY CENTER  
POLICIES & PROCEDURES**

LUELLA COLLINS COMMUNITY CENTER  
POLICIES AND PROCEDURES

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EFFECTIVE FEBRUARY 28, 2008

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RESERVATION POLICY

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- 1) 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.
  - a. Reservations will only be granted to persons at least age 18 or older, regardless of tribal affiliation.
  - b. 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.
  - c. Reservations must be made by requesting and completing the Reservation Request Form (see Section 2).
  - d. The Reservation Request Form must be turned in no less than fifteen (15) business days prior to the requested date.
    - i. 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.).
    - ii. Non-tribal event reservations will not be accepted any more than three (3) months in advance.
  - e. 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.
  - f. 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.
    - i. 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.
  - g. If the Lead Contact chooses not to sign the required forms the reservation will be forfeited.
- 2) 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.

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- 3) The cost of renting the facilities for non-citizens will be as follows:
  - a. Up to four (4) hours- \$250.00
  - b. Between four (4) and six (6) hours- \$400.00
  - c. Over six (6) hours- \$600.00
  - d. The Tribal Chairperson and Tribal Council reserve the right to waive the rental fee.
  - e. 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.
- 4) Upon approval of the reservation a returnable \$200.00 security deposit will be required of non-tribal citizens.
  - a. The security deposit does not apply to the following:
    - i. Tribal sponsored events
    - ii. Continuous events (i.e. classes, sports leagues, etc.)
  - b. 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.
- 5) The Lead Contact of the scheduled event will need to sign an acknowledgement of the required and applicable usage policies, which include:
  - a. Kitchen Rules
  - b. Clean-up Process
  - c. Closing Procedure
  - d. Event Evaluation Check Sheet
  - e. Fire Place (See User Manual)

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- 6) The following will dictate the priority in which events are scheduled:
  - a. Tribal events will receive precedence
  - b. Tribal citizens', or a tribal citizen's parent/legal guardian's reservations will be secondary
  - c. Non-tribal citizens' reservations will be of the lowest priority

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RESERVATION FORM

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**THIS SECTION IS TO BE COMPLETED BY THE EVENT'S LEAD CONTACT:**

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Lead Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Type: \_\_\_\_\_ Expected Number of Guests: \_\_\_\_\_

Time Requested (Start-Finish): \_\_\_\_\_

What areas will you be using? (Mark all that apply)

Upper Level:

\_\_\_\_\_ Great Room      \_\_\_\_\_ Multi-Purpose Room      \_\_\_\_\_ Basketball Hoop

\_\_\_\_\_ Volleyball Net      \_\_\_\_\_ Fire Place      \_\_\_\_\_ Kitchen

If using the Kitchen, what will you be using? (Mark all that apply)

\_\_\_\_\_ Convection Oven      \_\_\_\_\_ Stove      \_\_\_\_\_ Oven      \_\_\_\_\_ Dishwasher

\_\_\_\_\_ Griddle

Lower Level:

\_\_\_\_\_ Crafting Room      \_\_\_\_\_ Meeting Room #1      \_\_\_\_\_ Meeting Room #2

Will you need instruction on how to use any of the above? YES      NO

**THIS SECTION IS TO BE COMPLETED BY THE LCCC OPERATIONS MANAGER:**

Has the reservation been approved or denied? \_\_\_\_\_

Has the Lead Contact received copies of the LCCC Usage Policies? YES      NO

Has the Lead Contact signed and returned the Lease Agreement to the Operations Manager? YES NO

Deposit Received: \_\_\_\_\_ Yes / No      Date Received: \_\_\_\_\_

What rental has been agreed upon? \_\_\_\_\_

Explanation of decision: \_\_\_\_\_

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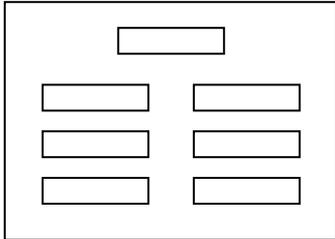
RESERVATION FORM

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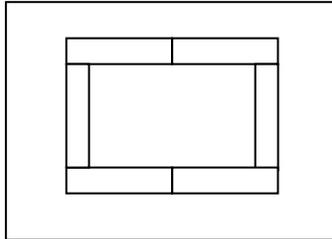
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Please choose which room set-up you would like. The room set-ups shown below may be adjusted to fit the size of your group.

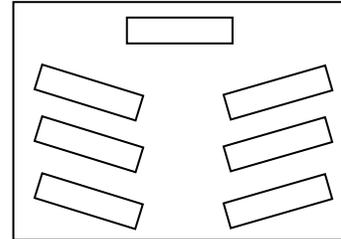
Classroom



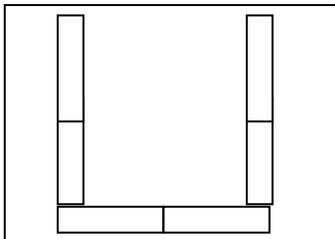
Conference



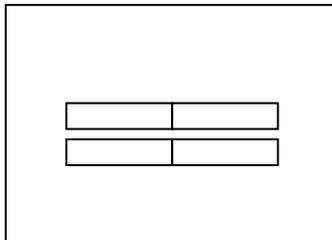
Chevron



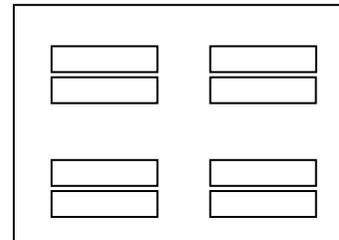
U-Shape



Board Room



Banquet



Design Your Own Layout:

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LUELLA COLLINS COMMUNITY CENTER  
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LEASE AGREEMENT

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**TERMS OF THE LEASE AGREEMENT**

This Lease Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the Luella Collins Community Center, on behalf of the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians, and \_\_\_\_\_ (Lessee). The Parties declare that:

- 1) The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians is the owner of certain real property with the address of 419 126<sup>th</sup> Avenue, Shelbyville, Michigan 49344. Said Property is referred to as "Luella Collins Community Center" and is the subject of this Lease.
- 2) The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians allows, at its discretion, approved civic, business, and private groups/individuals to use the Luella Collins Community Center for receptions, dinners, weddings, fund-raisers, etc.
- 3) The Lessee desires to use the Luella Collins Community Center as follows:
  - a. For the purpose of having \_\_\_\_\_
  - b. On (dates) \_\_\_\_\_
  - c. Between the hours of \_\_\_\_\_
- 4) The Center does not permit affixing of anything to the walls, floor, ceilings, mirrors, or pictures without prior written approval. Glitter, confetti and any type of fireworks are not permitted without prior written approval.
- 5) The Luella Collins Community Center, nor the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians, is not responsible for the cancellation or disruption of an event due to circumstances beyond its control, including, but not limited to, fire, electrical or mechanical failure, water disruption or any acts of God.
- 6) The Parties hereby enter into this Lease defining their respective rights and duties. In consideration of the mutual covenants herein, the Parties agree as follows:
  - a. The Lessee shall:
    - i. Comply with all terms and conditions (as set forth in this Lease Agreement) established by the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians regarding use of the Luella Collins Community Center.

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- ii. Pay the Match-E-Be-Nash-She-Wish Band of Pottawatomí Indians for use of the Luella Collins Community Center a fee in the amount of \_\_\_\_\_. One half of the fee shall be paid upon execution of this Lease Agreement. The balance of the fee and a security/cleaning deposit in the amount of \_\_\_\_\_ is due ten (10) calendar days prior to the event.
  - iii. Forfeit ½ of the down payment if it becomes necessary to cancel the event more than ten (10) calendar days prior to the event date. Cancellation less than ten (10) calendar days from the event date will result in loss of the entire down payment.
  - iv. Assume all risk of damage to property or injury to persons arising out of, or in connection with the Lessee's use of the Luella Collins Community Center and adjoining property to include Boot Lake, and the Lessee waives all claims in respect thereof against the Luella Collins Community Center and the Match-E-Be-Nash-She-Wish Band of Pottawatomí Indians.
  - v. Assume responsibility to control all guests.
  - vi. Assume use of this Property at the Lessee's own risk and the Lessee acknowledges that the Luella Collins Community Center and the Match-E-Be-Nash-She-Wish Band of Pottawatomí Indians shall not be responsible for theft of any person's property while said person is attending an event at the Center.
  - vii. Assume responsibility for and reimburse the Luella Collins Community Center and the Match-E-Be-Nash-She-Wish Band of Pottawatomí Indians for any and all damages to the Property caused by the Lessee and/or by any of the Lessee's guests and/or by any persons or organizations contracted by the Lessee to provide services or goods before, during or after the event.
  - viii. Recognize that the Luella Collins Community Center, on behalf of the Match-E-Be-Nash-She-Wish Band of Pottawatomí Indians, possesses sovereign immunity and that nothing in this Lease Agreement constitutes a waiver of such immunity.
- b. The Luella Collins Community Center shall:
- i. Allow the Lessee the use of the Property only for the purpose and date(s) described in this Lease.

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- ii. Return the security/cleaning deposit within seven (7) calendar days after the event, providing all contractual commitments have been complied with.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

\_\_\_\_\_  
Lessee or Lessee's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Match-E-Be-Nash-She-Wish Band of Pottawatomi

\_\_\_\_\_  
Date

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EVENT SET-UP

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- 1) The Operations Manager will be responsible for the following prior to the start time of any event:
  - a. The Operations Manager will review the monthly event calendar on a daily basis to ensure proper set-up for scheduled events.
  - b. 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:
    - i. All tables and chairs.
    - ii. Appropriate set up of partition walls.
    - iii. Arrangement of furniture in the Great Room.
    - iv. If requested, place announcement sign by the road.
    - v. 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.
    - vi. Have the LCCC heated/cooled to the desired temperature no less than one (1) hour before the event.
    - vii. Empty all wastebaskets and fill with new bags prior to a scheduled event.
    - viii. Stock bathrooms with toilet paper, hand soap and hand towels.
    - ix. Clean all toilets and sinks.
    - x. Empty all ash trays from designated areas.
    - xi. Sweep/mop all the bathrooms, kitchen and the area around the fireplace.
    - xii. Vacuum all carpeted areas.
    - xiii. Clean all stainless steel appliances with the proper cleaning agent.
    - xiv. Set up any requested gym equipment such as basketball hoops, volleyball net and any other requested gym equipment.

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EVENT SET-UP

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

LUELLA COLLINS COMMUNITY CENTER  
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USAGE POLICY

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- 1) When using the LCCC, the following items are available for use:
  - a. Pots and pans
  - b. Salt and pepper
  - c. Plates, bowls, coffee mugs and cups
  - d. Silverware and serving utensils
  - e. Dishcloths and hand towels
  - f. Refrigerator and freezer
  - g. Coffee makers
  - h. Coffee
  - i. Serving Cart
  - j. Wood for the fireplace
  - k. Trash bags
  - l. Tables and chairs
  - m. All lounge furniture

Note: You must provide your own paper/plastic products.

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EVENT CLEAN-UP

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- 1) The Lead Contact for an event will be responsible for the appropriate clean-up of the areas used:
  - a. The Kitchen Area, which will include:
    - i. The countertops must be wiped down using the cleaning process noted in Section 6 (2).
    - ii. All dishes used must be washed, dried and put away immediately.
    - iii. When washing dishes by hand, you must use the following process:
      1. Wash with hot soapy water in the first sink,
      2. Rinse in plain hot water in the second sink; and,
      3. Perform a final rinse in hot bleach water (1 part bleach to 10 parts plain water) in the third sink.
    - iv. All used towels must be placed in the appropriate bin.
    - v. Coffee machines must be cleaned and put away.
    - vi. 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.
    - vii. All wastebaskets must be emptied and refilled with new garbage bags by the Lead Contact.
    - viii. All trash must be brought out to the garbage dumpster which is located behind the kitchen loading zone in a fenced area.
    - ix. All recyclable materials must be properly disposed of.
      1. 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.
      2. All cardboard boxes must be broken down and disposed of in the recyclables dumpster labeled “cardboard/paper” located outside the kitchen door.
      3. All office paper, newspaper or other clean paper must be disposed of in the “cardboard/paper” recyclables dumpster.

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- x. Any equipment that was taken out of a storage area must be returned to its appropriate place.
- xi. All food not used at event will be removed/disposed of.
- b. The Multipurpose Room and the hallway area, which will include:
  - i. All tables must be wiped down using the cleaning process noted in Section 6 (2).
  - ii. All chairs must be wiped down.
  - iii. All table dressings/linens and paper products must be removed and discarded.
  - iv. Any spills on the carpet must be addressed immediately and noted on the Walkthrough Check-sheet.
  - v. All wastebaskets must be emptied and refilled with new garbage bags by the Lead Contact.
  - vi. All trash must be brought out to the dumpster at the back of the building.
- c. The Great Room, which will include:
  - i. All tables must be clean.
  - ii. All paper, trash, etc. should be taken care of properly.
- d. The Observation Deck, which will include:
  - i. Any lounge furniture that was moved must be put back.
  - ii. All paper, trash, etc. should be taken care of properly.
- e. Meeting Rooms #1 and #2 in the lower level, which will include:
  - i. All tables must be wiped down using the cleaning process noted in Section 6 (2).

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- ii. All chairs must be wiped down.
  - iii. All wastebaskets must be emptied and refilled with new garbage bags by the Lead Contact.
  - iv. All trash must be brought out to the garbage dumpster which is located behind the kitchen loading zone in a fenced area.
  - v. All recyclable materials must be properly disposed of.
    - 1. 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.
    - 2. All cardboard boxes must be broken down and disposed of in the recyclables dumpster labeled “cardboard/paper” located outside the kitchen door.
    - 3. All office paper, newspaper or other clean paper must be disposed of in the “cardboard/paper” recyclables dumpster.
  - vi. Any spills on the carpet must be addressed immediately and noted on the Walkthrough Check-sheet.
- 2) The following procedure should be used when cleaning after an event:
- a. Step 1- Spray the surface with soapy water (Bottle #1) and wipe clean.
  - b. Step 2- Spray the surface with plain water (Bottle #2) and wipe clean.
  - c. 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.

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CLOSING PROCEDURE

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

- 1) Turn off all bathroom heaters (November thru March the heaters should be left at 1).
- 2) Verify that all kitchen appliances are turned off.
- 3) Make sure that all lights are turned off.
- 4) Close and lock all doors.
- 5) Close and lock all windows.
- 6) Ensure that all glass doors are closed on the fireplace.
- 7) Activate alarm system.
- 8) 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.
- 9) 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.

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WALKTHROUGH CHECK-SHEET

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**WALKTHROUGH CHECK-SHEET**

This check-sheet will be used to evaluate the facilities following a scheduled event.  
Any areas of concern will be noted.

**Event Lead Contact:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

Area:	Closed Appropriately: (Locked, Cleaned, Shut-off)	Areas of Concern:
<b>Kitchen:</b>		
Countertops		
Stove/Oven		
Convection Oven		
Sinks		
Dishwasher		
Dishes		
Lights		
Trash		
Recyclables		
Floors		
Wastebaskets		
Microwave		
Can Opener		
Serving Cart		
Hand Towels		
Coffee Maker		
Refrigerator/Freezer		
Pots/Pans		
Utensils		
Walls		
Windows		
<b>Multi-Purpose Room:</b>		
Athletic Equipment		
Tables		
Chairs		
Carpeting		
Lights		

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Windows		
Walls		
<b>Great Room:</b>		
Fireplace		
Carpeting		
Furniture		
Reception Area		
Lights		
Windows		
Walls		
<b>Lower Level: Meeting Rooms 1 &amp; 2</b>		
Carpeting		
Lights		
Tables		
Chairs		
Trash		
Walls		
Doors		
<b>Lower Level: Crafting Room</b>		
Floors		
Lights		
Tables		
Chairs		
Trash		
Recyclables		
Walls		
Doors		
<b>General:</b>		
All Bathrooms		
Walls		
Doors Locked		
<b>Miscellaneous:</b>		
Elevator		
Building Exterior		
<b>Other</b>		

LUELLA COLLINS COMMUNITY CENTER  
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GENERAL RULES FOR USE

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The purpose of this policy is to ensure that there is a procedure which is followed and tracked in order to maximize the longevity and upkeep of the Luella Collins Community Center and its contents.

General Rules:

- 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.
- 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.

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.

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- 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.

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.

Luella Collins Community Center 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.