



HOGAN BUILDING APPLICATION

DEPARTMENT OF APPLIED INDIGENOUS STUDIES

SBS WEST, ROOM 100 –P.O. BOX 15020

FLAGSTAFF, AZ 86011 -FAX: 928-523-5560



NORTHERN
ARIZONA
UNIVERSITY

AIS Hogan Agreement

1. Northern Arizona University is an educational institution. The NAU Hogan was constructed to sever as an educational facility. NAU colleges, schools, programs and club use of the Hogan will require permission. Any other use of the NAU Hogan other than for educational use of NAU students will require permission from the AIS staff. Further, educational facilities may not be used for monetary gain.
2. Native/Indigenous games, songs and dances, general meetings, practice tribal traditional games, gatherings for fun, education and feasting will require permission for the AIS Office.
3. Requests for overnight and/or weekend use of the NAU Hogan **is not permitted**. Such requests will not be considered and will be denied.
4. Any additional resources are to be scheduled by the guest, and are not the responsibility of the AIS Office.
I.E. parking permit, Firewood, Presentation materials, etc.
5. After its use the Hogan must be cleaned (i.e. carpets are to be swept and items borrowed and used must be returned to their original location and in the same condition.) Also, floor should be swept before leaving.
6. Key must be returned that same day by the end of the business day at 5pm. If the event extends beyond 5pm the key must be returned the following day during business hours.
7. If the Hogan is not cleaned there will be a **service fee of \$50**. If the key is not returned/lost the responsible individual/organization/department will be charged for the lock replacement and a **service fee in total of \$100**.
8. If charged, the service fees will be sent as a bill to Hogan Requestor.

All of the above requesting facility use upon approval, will keep the NAU Hogan clean, use the Hogan in a safe and respectful manner. Obey all laws: Federal, State, City and County when using the NAU Hogan.

In order to complete this application of use, please follow the following steps:

1. Fill out the top section of the back of this form
2. After application is filled and this side is signed turn in application to the AIS Department
3. This form will be submitted and await approval. If approved you will be contacted via email and/or phone
4. When contacted you will schedule a time to come in the office
5. At this point you will receive and sign off for a key to the Hogan
6. Please return the key and sign off for the return of key

If you agree to follow the rules and conditions of the Hogan Agreement please sign and date below.

Signature

Date

