



**COQUILLE INDIAN TRIBE  
COMMUNITY PARK & PLANKHOUSE  
POLICIES AND PROCEDURES**

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## **TRIBAL COMMUNITY PARK / PLANKHOUSE PURPOSE**

The Community Park / Plankhouse consist of several facilities. Primary facilities consist of a fully equipped kitchen, the restroom/shower facilities, and the Plankhouse structure.

These facilities were built primarily for the Tribe's Salmon Bake celebrations but the area is well suited for other Tribal events/activities

All community park buildings do not have fire suppression systems; fire extinguishers are located in the buildings. Users must be familiar with their locations and operations. For Emergencies call 911 immediately for Police, Fire or ambulance services

The Community Park Facilities are available to Tribal Members and families, the Kilkich Housing Community, staff of the Coquille Indian Tribe and other Tribal Entities.

The kitchen and restroom/shower facilities and Plankhouse storage room shall remain locked during the time there are no events going on. A request application to use the Community Park / Plankhouse Facilities must be filled out and returned to the Community Service department at the Tribal Administration Office.

The Community Park / Plankhouse Area is open year round. General park use hours are allowed during daylight hours from dawn to dusk, Sunday through Saturday, unless a scheduled event has reserved the use of the park.

A pre-approved application for scheduled use for after dusk (dark) park use is required.

The Community Park may be closed at various times for landscaping or other construction projects and at any giving time for special or scheduled events.

Signage will be posted during scheduled use of park area and restrictions. Permission needs to be granted to use the grounds during other times.

## **SCHEDULING**

Applications are available at the Coquille Indian Tribe Administration offices – Community Services department.

Functions of Tribal events will take precedence; Tribal programs; tribal community activity and events; Day use & casual use are allowed during normal hours.

## **PROHIBITIONS**

**The Community Park / Plankhouse Facilities are Alcohol and Drug free** - intoxication or consumption will not be tolerated.

Smoking and tobacco use is allowed only in designated areas. However, there is no smoking or tobacco use in the Plankhouse (unless it is for a Tribal Ceremony), kitchen, or restroom/shower facilities. Disposal of cigarettes and used tobacco products should be in designated areas only in proper receptacles.

Weapons, firearms, fireworks, use of any alcohol or drug, and suspected use will not be tolerated and is strictly prohibited during ANY events. Suspected users will be asked to leave the premises and law enforcement may be requested to intervene.

It is strictly prohibited to walk, drive, or be any where in the Wetland areas. The wetlands are located right by the restroom/shower facilities and by the kitchen. Nor should anything be removed or placed in the wetlands. Violation of this could mean immediate dismissal off the grounds.

## **WILDLIFE**

Visitors of the Community Park / Plankhouse need to be aware that during times there could be many types of birds, coyotes, cougars, bear, and herd of elk or deer roaming about the area. Please take any necessary precautions to avoid the wildlife.

## **A FEW SIMPLE RULES**

It is the intent of the Tribe to maintain a clean environment within the Community Park / Plankhouse. There is to be no littering or disposal of trash or debris within the Community Park / Plankhouse Area, except in designated areas for trash disposal.

Violators of this policy shall be referred to Tribal Police and may subject to fines and/or banned from the area.

- Salmon Bake Pit: The Salmon Bake pit is only for the cooking of traditional foods.
- Non-traditional foods (wieners, marshmallows, hamburgers, etc) can be cooked at a designated fire pit created for that purpose.
- All users of the Plankhouse are expected to clean up after themselves (sweep floors, remove garbage, wipe up spills, return tables/chairs to former location). Make sure all exterior doors are completely closed before leaving.
- If your activity or event wished to use the fire pits or any of the special features of the Community Plankhouse, it is necessary to make such arrangements with Tribal Administration.
- Casual day use of the Plankhouse is encouraged, including weekends. Except for special occasions or events, no overnight use of the Plank house or surrounding grounds is allowed.
- Music: Electricity is provided and music is permitted, but cannot be amplified over the entire grounds.
- Decorations: Do not attach anything (signs, crepe paper, etc.) to structures or plants, even temporarily. Use of staples, nails, tacks, tape, and glues are not permitted.
- You may toss flower petals or use bubbles, but not products that can be detrimental to the health of our wildlife.
- Applicant is responsible for conduct of guests and/or employees/contractors, and for any damage done or repairs/replacements required to facilities by guests and/or employees/contractors.

## **KEYS / ORIENTATION**

Keys to the kitchen and restroom/shower facilities will be released to individuals who receive approval to use the grounds and provide an application and cleaning deposit.

A brief orientation provided by a tribal staff member will familiarize the applicants with the surrounding area and use of the facilities. The keys must be returned upon completion of the event to the assigned tribal staff member responsible for the event.

Master Keys shall be maintained within Coquille Indian Tribal Administration.

## **REQUEST TO USE COMMUNITY PARK / PLANKHOUSE FACILITIES**

All scheduled use of the Community Park kitchen, restroom/shower, and Plankhouse facilities for events must be pre-approved by the Coquille Indian Tribe administration community services department with an authorized signature by the Executive Director or designee. The application process may require a 10 day review period. The purpose of the request for use must fit within the general purpose of usage guidelines.

## **Rules for Community Park / Plankhouse Facility Use**

1. A cleaning and damage refundable deposit of \$100 is required for the use of the Community Park Kitchen, Restroom/Shower facilities, and Plankhouse.
2. Applicant shall be charged for any damages that their event causes and the deposit may not be refunded. A deposit will not be refunded until authorized CIT personnel have inspected the grounds and keys have been returned.
3. The damage deposit may be waived for CIT entities.
4. The Coquille Indian Tribe is not responsible for any injury, lost or stolen articles, occurring during any activity or function while using the facility.
5. The applicant(s) (groups, organizations, individuals) using the building(s) will be responsible for the maintenance of the area.
6. The applicant is responsible for clean up after the event.
7. Applicant must be 18 years of age to apply for use of kitchen and restroom facilities for an event.
8. The applicant is responsible for security of the activity.
9. Alcohol or Drug use is prohibited while using the Community Park/Plankhouse Grounds.
10. All food is to be removed from the grounds after the activity is completed.
11. The applicant is responsible for securing all doors, windows, and lights before leaving the Community Park. (See lock up procedure)
12. The user will be responsible for paying for all damages made to facilities and/ or equipment that occur during their use. The user needs to assess the building while closing the area being used. If any damages have been found, a written report or incident report will be given to the Community Services department, the \$100 damage, cleaning deposit may not be reimbursed, and additional fees may apply.
13. The Coquille Indian Tribe Administration reserves the right to cancel events or activities or close the park.
14. The \$100 cleaning and damage deposit will be returned to the applicant upon inspection of the facility by staff. The facility shall be returned to its original or a better condition after use.



**INDEMNIFICATION**

I agree that I will defend and indemnify the Tribe, its members, directors, officers, employees, representatives and agents and any other persons in or at the Plankhouse facilities during my period of use, and hold each of them harmless from, against, and in respect of any and all actions, causes of action, claims, costs, damages, demands, expenses, liabilities, and losses (including legal and accounting fees and other expenses incurred in connection with any of the foregoing) resulting from, in connection with, or arising out of any one or more of the following: (a) any breach of any agreement, covenant, representation, warranty, rule or regulation that I have agreed to follow in connection with this Use Application and Agreement, or (b) any liability of the Tribe or any of its officers, directors, members, employees, representatives or agents arising from this Agreement and/or Contractor's use of the Plankhouse facilities.

I acknowledge the sovereign immunity of the Coquille Indian Tribe and its officers, employees, representatives and agents.

I consent to the regulatory and adjudicatory jurisdiction of the Coquille Indian Tribe

The laws of the Coquille Indian Tribe shall govern, in all respects, the interpretation of this Agreement. While carrying out this Agreement, the Plankhouse User agrees to comply with all requirements under Coquille Tribal Law.

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**NOTIFICATION OF NON-OBVIOUS CONDITION**

**FIRE SPRINKLERS**

The Plankhouse is a traditional Coquille Indian Tribe building. As such, it does not contain fire suppression sprinklers. In case of fire, there are fire extinguishers and well-lit fire exit signs in the building. The user understands and accepts this risk, and will hold harmless the Coquille Indian Tribe from any and all actions, causes of action, claims, costs, damages, demands, expenses, liabilities, and losses (including legal and accounting fees and other expenses incurred in connection with any of the foregoing) resulting from, in connection with, or arising out of negligent use of the Plankhouse causing fire or fire-related injury.

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**HANDRAILS**

The Plankhouse is a traditional Coquille Indian Tribe building. As such, it does not have handrails around the upper deck. It is critical to notify all guests that will be using the Plankhouse of the differential between the upper deck and lower floor area. All children must be closely supervised while using the Plankhouse. The user understands and accepts this risk, and will hold harmless the Coquille Indian Tribe from any and all actions, causes of action, claims, costs, damages, demands, expenses, liabilities, and losses (including legal and accounting fees and other expenses incurred in connection with any of the foregoing) resulting from, in connection with, or arising out of negligent use of the Plankhouse causing falls or related injury.

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**ORIENTATION / CLEANING**

It is the responsibility of the applicant to attend the scheduled orientation with the assigned staff member to go over the use of the facilities. The applicant will make use of the dumpster located behind the kitchen to dispose of all left over food and garbage. The facilities used must be left in a clean and functional state that existed prior to use.

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# **LOCK UP PROCEDURE**

**Please check off the following when completed and return with “keys” to Tribal Administration**

## **Kitchen**

*(See attached Kitchen procedure for clean up)*

- Burners (check and turn off)
- Ovens (check and turn off)
- Coffee pots (clean and unplug)
- Water/sinks (check for leaks/drips - shut off faucets)
- Propane turned off at tank and in facilities
- Turn off lights
- Lock doors

## **Restroom/Shower Facilities**

- Turn off lights
- Water/sinks (check for leaks/drips - shut off faucets)
- Propane turned off at tank and in facilities
- Lock doors

## **Plankhouse Facility**

- Shut smoke hatches (if applicable)
- Propane turned off at tank and in facilities
- Turn off lights
- Lock storage doors
- Close outside access doors

# **KITCHEN PROCEDURES**

## **PLEASE CHECK OFF WHEN COMPLETED**

- Wash dishes with hot soapy water before putting into the dishwasher. The dishwasher will not clean heavily soiled dishes; it only sanitizes them.
- Put away all dishes from the dishwasher or any other dishes that you have used.
- Clean ovens if you have used them.
- Clean grill with hot water only, clean grease catcher and wipe grill with clean oil.
- Dispose of grease catcher oil in designated disposal barrel.
- Wipe all working areas down with a disinfectant.
- Polish refrigerator doors and sinks if you use them with stainless steel cleaner and polish.
- Sweep floors (mop if applicable)
- Turn off lights and coffee pots
- Remove all unused food and garbage from facility
- Lock kitchen door that leads to outside