

# NASSTA Temple Facilities Rental Agreement

**Responsible Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone (Day/Night):** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Organization (optional):** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

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

**Number of People:** \_\_\_\_\_ **Timings:** \_\_\_\_\_

**Rentable Temple Facilities (along with rent):**

- Library - \$151.00 per 4 hours (\*\*Deposit of \$100)
- Dining Hall - \$151.00 per 4 hours (\*\*Deposit of \$100)
- Both Dining and Library -\$251.00 per 4 hours (\*\*Deposit of \$125)
- Lands for Tent -\$151.00 per 4 hours (\*\*Deposit of \$100)

**\*Tent:** Tent is optional and it not will be provided by NASSTA – as needed. As the cost of the Tent varies based on the size of the Tent, please work with Temple management for the actual cost of Tent.

**\*\*Deposit:** Minimum Deposit of \$100.00 is required for all rentals. Actual Deposit amount varies based on rented temple facilities. Deposit is returned by mail within a week after the scheduled private event.

Temple Facility	Rental Time (hrs)	Price (\$)	Deposit (\$)
Library			
Land Space for tent			
Full Dining Hall			
Chairs			
Tables			
<b>Total:</b>			

## **Temple Facilities Rental Guidelines:**

### **... BEFORE THE EVENT:**

- Confirm availability of Temple facilities for renting by calling or contacting NASSTA.
- Arrange for setup before the event and cleanup after the event.
- Complete and return the enclosed application, along with the deposit fee (made payable to NASSTA).
- Submit application at least 4 weeks prior to the private event.
- Submit deposit at least 2 weeks prior to the private event.
- Get written approval for the rental use of Temple facility from Temple Management.

### **ACTIVITIES DURING EVENT:**

- Temple is not responsible for any activities in the private event during rental period.
- Please make sure that children are supervised all the time and users are responsible for any damages to Temple caused by children.
- Please make sure that all Exit doors are kept free, clear and not-blocked at all times.
- It is the responsibility of the renter to inform concerned temple persons about any problems with lighting, plumbing, etc.
- Temple reserves the right to record (audio/video) the events, and use for its promotional purposes at no cost to the renter.

### **DECORATIONS:**

- No items taped/glued to walls, railings or ceilings or any other place inside the temple.

### **CANCELLATIONS:**

- 2 weeks from the date of the event, otherwise entire deposit will be forfeited.
- NASSTA management has the right to cancel any scheduled event. If an event is cancelled by NASSTA, deposit will be returned by mail within a week after the cancellation.

### **FOOD:**

- Serving and eating food is allowed only in the dining room. If Tent is available, then food is allowed in the tent also.

### **INSURANCE:**

- Liability insurance for at least \$1 million - naming NASSTA as an additional insured.
- Liability insurance for catered food for at least \$1 million - naming NASSTA as an additional insured.

### **KITCHEN:**

- Temple kitchen should not be used for private events. All food to be served must be prepared elsewhere.

### **NOT PERMITTED ON TEMPLE PREMISES:**

- Alcoholic beverages and any intoxicating beverages

- Non-vegetarian food (including fish and eggs)
- Smoking of any kind
- Fireworks, Sparklers, smoke machines
- Animal Pets of any kind
- Weapons, controlled substances or illegal drugs

#### PARKING:

- Use designated parking areas
- Parking not allowed on the street
- If additional parking is needed, arrange for volunteers to help with parking
- Church parking cannot be used on Sundays.

#### PRIEST SERVICES:

- All Poojas/Functions must be performed by NASSTA priests.

#### TEMPLE PRASADAM AREA:

- If partial dining hall is rented, then designated temple prasadam area in the dining hall - should not be disturbed.
- If full dining hall is rented, then temple prasadam area should be setup in the front hall for temple devotees. After the event is completed and dining hall is cleaned, temple prasadam should be moved back into dining hall.

#### TIMINGS:

- Private event shall be conducted during normal temple open hours.
- If event is conducted before or after normal temple open hours, security police must be arranged for the security of the temple and guests.

#### ... BEFORE LEAVING THE TEMPLE (after the event is completed):

- All rented facilities and bathrooms must be kept clean.
- No food should be left at the hall or in the kitchen
- Temple should be returned in the condition in which it was provided by the Temple.
- All the tables and chairs should be returned to their original positions.
- All lights (including outside) should be turned off and all doors and windows must be locked (if the private event is happening at end of the day).
- Sweep and mop the floor. Clean food debris out of sinks.
- Deposit will be returned by mail within a week following the private event, provided that all the agreements have been met (as stated in the guidelines)

For any special needs in renting Temple Facilities, please contact PFC Coordinator.

Temple facilities cannot be rented on special occasions of our Temple.

NASSTA reserves the right to reject any rental applications.

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- The undersigned individual(s) / organization certifies that they have received a copy of, read and fully understand this rental agreement/contract, the general policies for Temple Facilities rental, and the prescribed responsibilities for Temple lessees.
  - The undersigned individual(s) / organization renting Temple Facilities does hereby agree and accept full responsibility in holding NASSTA harmless with respect to any damage or loss or liability with the event for which the Temple facilities are being rented.
  - The undersigned individual(s) / organization agree to abide by the above rental guidelines.
  - The undersigned individual(s) / organization understand that failure to meet any of these responsibilities or comply with any policy may result in the immediate termination of the rental agreement/contract by the onsite facility administrator. If termination of rental agreement/contract is necessary, all the guests will exit the Temple in a quick and orderly fashion. And if rental agreement/contract is terminated, then rental fees will not be returned and deposit may be withheld.

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Renter – Individual(s) / Organization

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Authorized Signature (NASSTA)

Date: \_\_\_\_\_

Date: \_\_\_\_\_