



## Policy for Auditorium Reservation

### Occupancy Rates (all rates are in USD)

Deposit	<b>\$300</b>	Each Additional Hour	<b>\$100</b>
Use of Auditorium up to 6 hours	<b>\$675</b>	Additional hourly charge after 10pm or before 8am	<b>\$150</b>
Use of Auditorium 6-12 hours	<b>\$1000</b>	Rehearsal Charge on Premium days (Fri-Sat)	<b>\$300</b>

#### Facility Policies:

1. Use of Facilities is only available from 8am-10pm, Please plan your event accordingly. For use outside this time frame approval is needed and additional charges apply.
2. It is the Devotees responsibility to return the Auditorium in the condition in which they were provided.
3. Use of tables and chairs is included in the reservation, but SETUP IS NOT.
4. Use of the Audio system is included in the fee. Personnel are not provided. How to' guide is present in the AV room.
5. Video equipment is not available. Projection Screen is available for use.
6. A cleanup fee up to \$100 may be imposed for excessive dirtying of the premises.
7. Smoking and / or Consumption of eggs, meat/ meat products and /or alcohol is strictly prohibited on the Temple grounds. Any person or group found responsible for breaking that policy will be **fined \$1000 for the same.**
8. No pets are allowed. No guns or arms are allowed on the Premises.
9. Decorations on one Entrance to the Auditorium are permitted. Decorations inside are permitted, but noting can be applied on the wall or ceilings. Setup of one table is allowed in the Lobby on the date of the event. Decorations need to be taken down before the premised are returned back.
10. Please call the front desk during the temple working hours to coordinate HVAC operations for the event.
11. Free Wi-Fi is available downstairs in the Temple. High speed access is included in the reservation fee. Please coordinate with Temple front desk for getting the same.
12. No vendors or sale of Products or services are allowed or included in this reservation fee.
13. No outside Priests are allowed for performance of Pooja Services in the Auditorium.
14. Table cloths and dinnerware rental is available for an additional fee.

#### Payment and Reservation Policy:

1. Reservation is made on a First come First serve basis, subject to approval by the Chair of the Front Desk and Facilities Committee (FDFC).
2. A signed Agreement to abide by the policy is required at the time of securing reservation. Signature below also releases Sri Ganesha Temple from any or all Liability that may arise from the use of the Premises.
3. Deposit is required within 7 days of confirmation of availability to secure the space.
4. Use of auditorium for no fee (Sun-Th) or reduced fee (Fri-Sat) is available for rehearsals with a confirmed reservation.
5. For Cancellations made 60 days prior to event date, the Deposit minus a \$50 processing fee will be refunded.
6. Cancellations made less than 30 days prior to event date will NOT be refunded. 50% refund is given if cancellation is done within the 31-60-day time frame before the event.
7. Full fee is payable before the event to gain access to the Auditorium.
8. Deposit can be paid over the phone by CC, in person or via mail by Check drawn in favor of 'Sri Ganesha Temple'
9. Verification of ID (Driver's License) is required at the time of handing over the keys.
10. Refund of Deposit Fee (after adjustments) will be made via Check, mailed within 10 days to the address provided.
11. The decision of FDFC Chair is final and abiding in all matters relating to Auditorium Reservation.
12. Reservation can only be made by individuals or Officers of an Organization.

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_