



Policy for Prasadam Hall Reservation

Occupancy Rates (all rates are in USD):	
Deposit	\$ 50
Use of Prasadam Hall up to 6 hours	\$ 150
Use of Prasadam Hall 6-12 hours	\$ 300
Additional hourly charge after 10pm	\$ 50

Facility Policies:

1. Use of Facilities is only available from 8am-10pm, Please plan your event accordingly. If premises need to be used before or after, please get approval and additional charges will apply.
2. It is the Devotees responsibility to return the Prasadam Hall in the condition in which they were provided.
3. Trash Removal is included in the fee.
4. Use of tables and chairs is included in the reservation, but SETUP IS NOT.
5. Audio-Video equipment / Projection is not available.
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 Prasadam Hall are permitted. Decorations inside are permitted, but noting can be applied on the wall or ceilings
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.
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 Prasadam Hall.

Payment and Reservation Policy:

1. Reservation is made on a First come First serve basis, subject to approval by the Chairman 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. For Cancellations made 15 days prior to event date, the Deposit minus a \$25 processing fee will be refunded.
5. Cancellations made less than 15 days prior to event date will NOT be refunded.
6. Full rental fee is payable before the event to gain access to the Prasadam Hall.
7. Deposit can be paid over the phone by CC, in person or via mail by Check drawn in favor of 'Sri Ganesha Temple'
8. Verification of ID (Driver's License) is required at the time of handing over the keys.
9. Refund of Deposit Fee (after adjustments) will be made via Check, mailed within 10 days to the address provided.
10. The decision of the Chair, FDFC is final and abiding in all matters relating to the Reservation.
11. Reservation can only be made by individuals or Officers of an Organization.

Print Name: _____ Sign: _____ Date: _____