



Policy for Short Stay Suites Reservation

Objectives:

Provide a safe, convenient place for temporary stay within the Temple premises for Devotees.

Potential Utilizers:

People who may be visiting Sri Ganesha Temple from out of town for worship or for services provided by the Priests at Sri Ganesha Temple wedding, poojas, shradha etc.).

Religious leaders/ Cultural Groups/ people visiting / performing at Sri Ganesha Temple. Vendors visiting Sri Ganesha Temple.

Available space with suggested Max occupancy:

Suite 1: One Bedroom suite with Kitchenette and bathroom: Occupancy 2 Adults

Suite 2: Two Bedroom suite with Kitchenette and bathroom: Occupancy 2 Adults + 2 children or 3 adults

Occupancy Rates (all rates are in USD):	Suite 1	Suite 2
Deposit	50	75
Per Night Charge	60	90

Payment and Reservation Policy:

1. The Front Desk & Facilities Committee (FDFC) decision is final and abiding in all matters relating to Short Term Stay.
2. A signed Agreement to abide by the policy and Release of Liability is required at the time of securing reservation.
3. Deposit is required at the time of booking to secure the space.
4. Cancellations need to be made 7 days prior to intended stay date for the Deposit to be refunded in full.
5. Cancellations made less than 7 days prior to intend stay date will be refunded the deposit minus a \$25 fee.
6. Cutoff for requests is 8p CST with the Front Desk at the Temple.
7. Reservation is made on a First come First serve basis, subject to approval by the FDFC.
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. Total Occupancy fee (Daily charge x No. of Days) and is payable in addition to deposit at the time of picking up keys.
10. Verification of ID (Driver's License) is required at the time of handing over the keys.
11. Deposit Fee refund will be paid via Check and be mailed within 7 days to the mailing address provided.
12. Reservation can only be made by individuals and by Officers of an Organization.

Additional Policies:

1. Key Pickup is available only during the working hours of the Temple. Accommodations are provided as a good will gesture to encourage and assist Devotees attending services at Sri Ganesha Temple.
2. Facilities cannot be compared to those present in a Hotel/ Motel.
3. It is the Devotees responsibility to return the Suites in the condition in which they were provided.
4. 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.**
5. No pets are allowed.
6. Check-in: 5-8p, Checkout is by 12 N. Additional hours are subject to approval and are charged @\$ 10/ hour.
7. No service call will be provided. Suites are reserved on a 'as is' basis and FDFC will make every effort possible to rectify any service issues when brought to attention during the working hours of the temple.
8. There is no Telephone available in the Suites. Wi-Fi is available, but may not be available during Construction (January-October 2017).

Devotees Name and Signature: _____ Date: _____