

- Check if applicable:
- Non-profit Event
  - School project
  - Community Event
  - Commercial Event
  - Personal Event



Paschima Kasi Sri Vishwanath Temple  
 1147 South Elms Road,  
 Flint, Michigan 48532  
 (810)732-1760  
[secretatry@kasitempleflint.org](mailto:secretatry@kasitempleflint.org)  
[www.kasitempleflint.org](http://www.kasitempleflint.org)

## Kasi Temple Community Center Hall Rental Agreement

Event Date:		Membership based:	Yes/ No
Start Time:		End Time:	
State the purpose for renting:			
Special instructions/needs:			
Primary Person Responsible:		Contact Phone:	
Email:		Alternate Phone:	
Address:			
Secondary/Alternate contact:		Contact phone:	
Facility Use: Please check	Main Hall/ Stage/Kitchen Area/Limited Kitchen Use/Cook/Decorations/Outside activities/Tent		
Do you have liability coverage?	Yes/ No	If yes, please provide a copy for records	
Payment Method:	Check/Cash/Credit Card	Deposit:	
Signature:		Date:	
<i>By signing this agreement, you accept all the guidelines and accept all the responsibility to conduct your event as per the terms and conditions set by Kasi Temple of Flint, Michigan.</i>			
Office Use:			

### Rental Fees:

1. Half day rental: \$300 (6 Hours)      Full day rental: \$500 (12 hours)      \*\*Cook Services \$100/2 hrs. and \$75 for next 2 hrs.
2. Events before and after your event may impact your times. Please work with the committee/board about specific times.
3. Security Deposit: \$200 for Members and \$300 for non-members events. Deposit will be refunded within maximum 10 working days after facility inspection by the board/committee and no cleaning services or damage repairs needs to be done.
4. All payments must be made in full at the time of rental agreement. Payable to: Kasi Temple Flint.

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### Primary terms and conditions:

1. Board of trustees and committees reserve the rights to reconsider the renting to organizations and people who are not consistent with Hindu Temple/religion principles and values. Board along with the priests & religion committee determine the scope of Hindu religion practices. Event organizers are expected to treat temple employees and volunteers with respect.
2. No non-vegetarian products, alcoholic beverages, weapons, drugs, gambling, and smoking on temple property.
3. Any presentations containing obscene material and language is strictly prohibited.
4. Temple events and members events come first when there is conflict of renting dates and events.
5. Rental is first come first serve basis. Please check with the board and committees about pre-booked events.
6. Event organizer is required to clean up after the event. The hall must be returned in a clean/pre-rental conditions back to the temple after the event. Failure to do so results in forfeiting your deposit. Any damages will be assessed and billed separately to cover the cost of repairs and cleaning. No nails/screws in walls permitted.
7. Temple will provide tables and chairs currently available in the hall. Renter will not have access to temple equipment beyond basic rental agreement. Please contact board/committees if you have any extra needs.
8. Outdoor events need special permission from the committees and board. Please specify during agreement if you have any specific needs for outdoor events. Building structural changes or alteration on the temple landscape is prohibited.
9. Local fire, building codes, and safety codes supersede specific renting requirements. It is the responsibility of the renter to check, confirm, and abide by the lawful regulations set by the city and township. Renter is responsible for any fines and penalties imposed by the local authorities.
10. It is the Kasi Temple policy that anyone who is renting or using the hall for a program where tickets are sold and money/goods of substantial value exchanged, 10% of the total collection plus the rental/cleaning fees must be made payable to Kasi Temple of Flint. It is required to disclose to the board in advance such activities.

### Food and kitchen Services:

1. Please note that the Kasi Temple Kitchen (Annapurna Nilayam) is an extension of the main temple. Food preparations are based on the principles of the Hindu Temple practices. ***Outside food is strictly prohibited inside the temple kitchen.***
2. Kasi Temple kitchen is a Health Department certified facility and is run as per the certification requirement guidelines.
3. Event organizers need to provide current caterer license when bringing food in the serving area of the kitchen.
4. Event organizers need to dispose of all the food items and no food should be left behind in the hall or kitchen area.

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5. \*\*There is a limited catering service available upon request depending on kitchen schedule, temple event priorities, and cook availability.
6. A limited access to kitchen services for water, tea, coffee is permitted under the supervision of a certified food manager and after the approval from the board and committees.

### **General liability:**

1. Organizers of the event to arrange for their own event insurance when necessary. Temple should not be held liable for the damages due to accidents during event activities or due to negligence of the event organizers.
2. The Community Center Hall can accommodate up to a maximum of 150 people. Renter to abide by the local fire code.
3. Due to limited parking onsite, parking elsewhere is the renters' responsibility and should be avoided due to road hazards. All parking on the temple property is at the owner's risk.
4. Damages caused due to outdoor equipment use/activities and parking related matters is event organizer's responsibility.
5. Kasi Temple should not be held responsible for the cancellation of the event or damages incurred due to state or local authority emergencies, law enforcement related situations, power outage, or natural disasters. In these circumstances the Kasi Temple board and committee will work with the renter to provide alternate date.

### **Special Consideration to Donors and life members:**

1. Any devotee/devotee's family contributing \$5000 or more to the Temple in a calendar year can use the study hall free of cost once in that calendar year for a personal event. All cleaning charges and kitchen facility etc. charges still apply. If the hall is used for any program involving sale of tickets or fundraising, 10% of the revenue generated should be made payable to Kasi Temple Flint.

**Please Note: The terms and conditions of the rental agreement are subject to periodic reviews due to changing circumstances.**

Signature: \_\_\_\_\_

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

Please Print Name: \_\_\_\_\_