



## The Hindu Society of Brazos Valley

23000, Highway 6 South

Navasota, Texas 77868

### Facility Use Policy and Rental Agreement

*Hari OM!* Welcome to the Hindu Society of Brazos Valley (HSBV). We are pleased to offer this opportunity to use our HSBV facilities. The HSBV facilities include two (2) main units and they are *Shri Omkarnath Temple* (main temple) and *Saraswathi Kalamandir* (large hall). It is important that we share with you our understanding that the primary use of these facilities is for worship and promotion of Hinduism and Hindu culture. Individuals or groups may rent *Saraswathi Kalamandir* (a large hall), for social programs such as birthday celebrations, *upanaynam*, weddings, memorial service, and any other activities that are consistent with the mission of the HSBV and approved by the HSBV. These facilities are places of worship and God's abode. We request you to treat these facilities with great respect and care and return the space to its original set-up and condition.

#### General Information

1. The HSBV and HSBV sponsored groups will have first priority on use of these facilities.
2. Reservations are not considered final until a rental agreement and deposit are on file, and approval is given by the HSBV president.
3. The maximum capacities of these facilities are *Saraswathi Kalamandir: 300; and Shri Omkarnath Temple: 150.*
4. The use of *Shri Omkarnath Temple* is restricted to worship services and Hindu discourses.
5. The HSBV facilities are rented to individuals or to groups to conduct activities that are consistent with the mission of the HSBV.
6. Use of facilities for private functions will be considered on a case by case basis.
7. Close supervision of children by the users during the course of a meeting or program is expected.
8. Consumption of alcohol, meat, and tobacco products on the HSBV facilities is not permitted.

#### Use of Buildings

1. No furniture or equipment may be removed from the HSBV facilities without the written permission from the HSBV President.
2. Keys to the facilities will be issued to the renter. Keys have to be returned to the HSBV President to claim the deposit check.
3. Please return all indoor and outdoor facilities to the set-up and condition in which you found it.
4. Tables and chairs must be cleaned and put away as they were found.
5. All indoor facilities should be vacuumed or mopped after a meeting or program. The HSBV has no trash removal services hence, it is the responsibility of the renter to bag and haul trash out of the HSBV facility.

6. The sound system will not be provided unless an operator authorized by HSBV President is present during the function and is responsible for the sound system.
7. Thermostats are pre-set. If the thermostat settings are altered during a meeting or a program please return them to the indicated settings prior to leaving the building.
8. Prior to departure:
  - (a) Turn off all the lights except the ones indicated at the switch panel.
  - (b) Make sure all outside doors are closed securely.
  - (c) Reset thermostats to indicated temperatures.
  - (d) Turn off the sound system (s) if provided.
  - (e) Remember to remove your trash.

**Fee Schedule**

1. There is no charge for the use of HSBV facilities for Hindu discourses and activities that are consistent with the mission of the HSBV as long as the participants are not charged and the program is open to all.
2. Renters for private parties are required to deposit a check for \$200. The deposit check will be returned when the renter restores the HSBV facilities to the condition in which it was offered and keys are returned.
3. Rent for the HSBV facility is \$500 for full day and \$250 for half day (4 hours) payable in full at the time of issuing the keys to the renter.

**Rental Agreement**

Name: \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Name of Organization Renting: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Deposit Amount, Check #: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Rental Fee Amount: \_\_\_\_\_ Date Keys Issued: \_\_\_\_\_

I have read and agree to terms and conditions for using the HSBV facilities listed above.

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

HSBV President: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of the HSBV facilities upon returning: \_\_\_\_\_

Date keys returned: \_\_\_\_\_ Date deposit returned: \_\_\_\_\_