

## Basement Rental Policy

The Temple Basement hall located downstairs in the temple is available for rent. The hall can accommodate **150 people**. The hall comes with modern audio system for music concerts only for an additional charge subject to availability of qualified operator. Only temple nominated persons are allowed to operate the audio system.

- Basement rent is due when the reservation is confirmed.
- Religious groups can rent the hall without any charges three times in a calendar year for religious lectures purpose only (NO FOOD/SNACK DISTRIBUTION).
- Refund of the amount is permitted when the cancellation is made 2 weeks before the event.

### 1. Permitted, and not-permitted uses:

The use of the hall is classified into three categories, namely, (i) Religious use, (ii) Family use, and (iii) Social Use.

Category	Permitted and not permitted uses
Religious	<ul style="list-style-type: none"> <li>▪ Poojas/bhajans , Conferences on religion, Religious discourses</li> <li>▪ Religious classes , Auspicious religious ceremonies such as Upakarma.</li> <li>▪ Audio system will be allowed for this event for additional charge. One microphone will be provided.</li> </ul>
Family	<ul style="list-style-type: none"> <li>▪ Family functions such as marriage, Seemantham, birthday celebrations are permitted.</li> <li>▪ Audio system will be allowed for only marriages with additional charge. One microphone will be provided.</li> <li>▪ Food articles must follow the guidelines described under section 2 below.</li> </ul>
Social	<ul style="list-style-type: none"> <li>▪ Music/dance recitals that are generally consistent with the temple principle are permitted.</li> <li>▪ Events to serve the community are permitted.</li> <li>▪ Audio system will be allowed for this event for additional charge if it is a music concert. One microphone will be provided.</li> </ul>

### 2. Food Distribution

2.1	Food may be reheated for serving. We request the renter to keep the facility clean. Two rice cookers, Oven, microwave can be used to reheat. Small quantity of perishables/food can be stored in the refrigerator. The kitchen located adjacent to the hall is used for preparing prasadam by temple. Renters can be permitted to cook in the premises if there is no temple related cooking is scheduled during rental period.
2.2	Only vegetarian food is allowed. Meat, poultry, or seafood of any kind or food items prepared with meat, poultry, and seafood, are not permitted.
2.3	Alcoholic beverages, tobacco products are not permitted anywhere in the temple property.

### 3. Sale of articles

3.1	Articles such as books, CDs, cassette tapes, metal icons, photographs, food items, saris, jewelry, etc. that are compatible with the Mission of the Temple are permitted for sale in the hall during the period the hall is rented.
3.2	The articles must be displayed in a manner that does not interfere with any articles that the temple may be displaying and/or selling.

### 4. Rental Charges. (The charges are based on number of people attend the event)

Hall Reservation	< 25	25-50	50-100	>100	W/ Kitchen utensils	W / audio
Hall Rental - Week day	\$0	\$50	\$100	\$250	Add \$30	Add \$50
Hall Rental - Week end (3PM – 11PM)	\$0	\$50	\$100	\$300	Add \$30	Add \$50

Name : \_\_\_\_\_ Ph : \_\_\_\_\_

Date : \_\_\_\_\_ Time : \_\_\_\_\_ Purpose : \_\_\_\_\_

Total Amount : \_\_\_\_\_ Paid : \_\_\_\_\_