



2300 SW 30th St, Topeka, KS 66611

Topeka Hindu Temple, Inc. (Federal Tax Id: 47-3896597) is tax exempt for federal income tax purposes under Internal Revenue Code (IRC) section 501(c)(3)

TOPEKA HINDU TEMPLE FACILITY RENTAL AGREEMENT FORM

Rules, Regulations, and Requirements to adhere/follow for anyone renting the facility for personal gathering or any occasions. Any gathering/events outside of the temple planned events, is referred to as the activity not organized by the Temple. The rental deposit and rent are to be paid to one of the Main Committee Members. Person renting will be responsible to ensure the required conditions are met. For rental or questions, please contact _____

1. Renter is responsible and liable for safe use of the facility.
2. Alcohol, smoking, non-vegetarian food and/or weapons/firearms are prohibited on the temple or its premises. Occupancy is limited to a maximum of **200** persons. Temple Events will hold priority over any reservation.
3. Advance deposit of \$150 to be paid by check or Cash for renting the facility. The deposit is refundable when the facility is cleaned adequately. This includes, but not limited to, the restrooms & kitchen, and any area occupied during the event. Trash cans shall be emptied and dumped in the trash dumpster located outside the facility. Floor must be mopped using cleaning tools located in Janitorial Closet. Replace the trash liners/bags with the new ones.
4. Members may rent only the **Dining hall for \$25/hour**. Kitchen Utensils may be used but shall be cleaned and stored back in its original location after use. Safety of equipment and personnel must be observed while working in the kitchen. Use of kitchen for cooking will require additional \$25 flat fee per the rental period of that day. Parents are to ensure that kids are restricted to the area(s) of rent. No one is permitted to go in any other areas (except prayer room) of the temple without prior authorization. Restrooms must be kept clean.
5. Rental Fees for the **Dining Hall** for any community event, such as India Association practice sessions, arts, sports, is \$15/hour with the advance deposit. The Committee approval is required prior to renting such events.
6. Use of the Auditorium is limited to Temple Events and may be used for other cultural gathering with prior approval from the Committee. Any major events, such as wedding dance recitals, etc., will require event specific charges as determined by the Committee.
7. Renters shall use their **own** paper products and other consumables.
8. Shoes/Slippers shall be on the shelves inside the designated shoe room.
9. Tables/Chairs may be used provided they are cleaned and put back in their proper place.
10. No event shall go over by 11:30 PM due to safety and privacy of the neighborhood.
11. Unless specified, use of Auditorium Hall is prohibited.
12. Door keys issued to the Renter must be returned to authorized person immediately upon completion of the event or by the following day per agreement.
13. No leftover food may be stored in the Temple premises without permission from the Committee.
14. **Banners or Stickers** attached to surfaces shall not leave/cause permanent mark or damage.

Type of Event _____ Event Date: _____ Time: From _____ to _____

Initial(S): _____ Date: _____ (THT Rental Page 1 of 2, R9.02.19)

Name of the responsible person(s):	Signature(s):	Date signed:
Address:	Email:	Phone:

Person received the deposit/rent _____ Sign: _____ Date: _____

Check# _____ Amount: _____ and/or Cash received \$ _____