



North America Shirdi Sai Temple of Atlanta (NASSTA), Inc.

700 James Burgess Road, Suwanee, GA-30024

Phone: 678-455-7200



Temple Facilities Rental Agreement

GUIDELINES FOR USE OF FACILITIES

1. FOOD ALLERGIES:

- a. NASSTA is not liable for any food allergies caused by food served during the event to the participants.

2. SAFETY ISSUES:

- a. NASSTA is not liable for any injuries caused to renter or participants during the event.
- b. NASSTA is not liable for any other unforeseen occurrences to any of the participants.
- c. NASSTA provides no liability or accident insurance coverage for injuries which may occur or claims which may be brought arising out of the use of the facility by the event participants.
- d. The renter of the facilities is directly responsible for the behavior of all participants at the event.

3. RENTING LAND FOR TENT:

- a. Need liability insurance for at least \$1 million naming NASSTA as an additional insured.
- b. Tent will NOT be provided by NASSTA.
- c. Renter must obtain Forsyth County Fire Marshall No Objection Certificate prior to the event.
- d. Tent should not be on the premises for more than 4 days.

4. BEFORE THE EVENT:

- a. Confirm availability of Temple facilities by contacting NASSTA.
- b. Arrange for setup before the event and cleanup after the event.
- c. Complete and return this form along with the deposit fee check made payable to NASSTA.
- d. Get written approval for the rental use of facility from NASSTA Management.

5. DECORATIONS:

- a. Items cannot be taped/glued/pasted/nailed to walls, railings, ceilings or on to any other structures.

6. ADVERTISEMENTS:

- a. Any sign advertising the event or the organization must be placed on Temple property just prior to the event and be removed as soon as the event concludes.
- b. NASSTA will not promote or publicize the renter's event to the devotee community.

7. ACTIVITIES DURING EVENT:

- a. Temple is not responsible for any activities in the private event during the rental period.
- b. Ensure that children are supervised at all times and the renter is responsible for any damages to Temple property caused by children.
- c. Ensure that all Exit doors are kept free, clear and are not blocked at any time.
- d. It is the responsibility of the renter to inform concerned Temple authorities about any problems with lighting, plumbing, etc.
- e. Havans cannot be performed inside the Temple building.

- 8. FOOD:**
 - a. No food warmers are allowed.
 - b. Renter must not leave the leftover food in the Temple premises.
 - c. Serving and eating of food is allowed only in the dining hall area.
- 9. TEMPLE KITCHEN:**
 - a. Temple kitchen is off-limits to the renter and cannot be used for any private event.
 - b. All food that is being served must be prepared elsewhere.
- 10. ITEMS NOT PERMITTED ON TEMPLE PREMISES:**
 - a. Alcoholic beverages and any intoxicating beverages.
 - b. Non-vegetarian food (including eggs and fish).
 - c. Smoking of any kind.
 - d. Fireworks, Sparklers or smoke machines.
 - e. Weapons, controlled substances, or illegal drugs.
 - f. Animal pets of any kind.
 - g. Loud music of any kind.
- 11. TEMPLE EQUIPMENT:**
 - a. Temple will not provide speakers, audio systems or music systems.
- 12. TEMPLE WI-FI ACCESS:**
 - a. Temple Wi-Fi access will not be provided for the renter or to the participants.
- 13. PARKING:**
 - a. Parking is not allowed on the streets at any time.
 - b. If additional parking is needed, renter needs to arrange for volunteers to help with parking.
- 14. PRIEST SERVICES:**
 - a. All Poojas/Religious functions must be performed by NASSTA priest(s).
 - b. Additional priest(s) can be allowed from outside.
- 15. RENTAL TIMINGS:**
 - a. Temple facilities are available to the renter only during normal Temple operating hours.
- 16. BEFORE LEAVING THE TEMPLE (after the event is completed):**
 - a. All rented facilities and bathrooms must be kept clean.
 - b. No food should be left at the dining hall or in the kitchen areas.
 - c. Temple facilities should be returned in the condition in which it was provided to the renter.
 - d. All the tables and chairs should be returned to their original positions.
 - e. All lights (including outside) should be turned off and all doors and windows must be locked (if the private event is happening at end of the day).
 - f. Sweep and mop the floors.
 - g. Clean food debris out of sinks.
 - h. Deposit check can be collected within a week following the private event, provided that all the condition in the agreement have been met (as stated in the guidelines).
- 17. ALL RENTALS ARE SUBJECT TO APPROVAL:**
 - a. Temple facilities cannot be rented on special occasions of the Temple.
 - b. Renter will be notified of any rescheduling needed in case of any conflicts with Temple events.
 - c. NASSTA reserves the right to reject any rental applications.
- 18. CANCELLATIONS:**
 - a. NASSTA Management has the right to cancel any scheduled event.
 - b. If an event is cancelled by NASSTA, the deposit check will be returned within a week after the cancellation.

RENTAL FEE SCHEDULE

- Minimum rental hours will be **4 hours**.
- Additional 2 hours can be rented at a cost of \$51.
- Minimum Deposit of \$100 **by check** is required for all rentals.
- Actual Deposit amount varies depending upon the rented facilities.
- Deposit can be collected in person within a week after the scheduled private event.
- Dining Hall is available for rental only on Monday, Tuesday, Wednesday and Friday.

Fee Structure:

Facility	For non-profit organizations		When engaging NASSTA priest		Regular Price	
	Fee	Deposit	Fee	Deposit	Fee	Deposit
Library (Max capacity 70)	\$101	\$100	\$101	\$100	\$151	\$100
Dining Hall	\$151	\$100	\$151	\$100	\$151	\$100
Both Library & Dining Hall	\$201	\$125	\$201	\$125	\$251	\$125
Land for Tent	\$201	\$100	\$201	\$100	\$201	\$100

Please select one option:

- We are a 501(c)(3) certified non-profit organization
- We are engaging NASSTA priest services for our event
- None of the above

Facilities being rented:

Facility	Rental Time (hours)	Fee (\$)	Deposit (\$)
Library (Max capacity 70)			
Dining Hall			
Both Library & Dining Hall			
Land for Tent			
	TOTAL:		

Details of Deposit Check

Check #	
Check Date	
Check Amount	

RENTER INFORMATION

Renter's Name: _____	
Phone # _____	Email: _____
Organization Name (optional): _____	
Title (optional): _____	
Address: _____	
City/State/Zip: _____	
Event Name: _____	Number of people expected: _____
Event Date: _____	Event Timings: _____

- The undersigned individual(s) / organization certifies that they have received a copy of, read and fully understand this rental agreement/contract, the general policies for Temple facilities rental, and the prescribed responsibilities for Temple lessees.
- The undersigned individual(s) / organization renting Temple Facilities does hereby agree and accept full responsibility in holding NASSTA harmless with respect to any damage or loss or liability with the event for which the Temple facilities are being rented.
- The undersigned individual(s) / organization agree to abide by the above rental guidelines.
- The undersigned individual(s) / organization understand that failure to meet any of these responsibilities or comply with any policy may result in the immediate termination of the rental agreement/contract by the onsite facility administrator.
- If termination of rental agreement/contract is necessary, all the guests will exit the Temple in a quick and orderly fashion.
- If the rental agreement/contract is terminated, then rental fees will not be returned, and deposit may be withheld.

Renter of Facility:

NASSTA Authorized Representative:

Signature

Signature

Print Name

Print Name

Date

Date