



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

700 James Burgess Road, Suwanee, GA-30024

Phone: 678-455-7200



Temple Facilities Recurring 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 rental 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. INSURANCE:

- a. Need liability insurance for at least \$1 million naming NASSTA as an additional insured.
- b. The renter of the facilities must present either a Certificate of Insurance for at least \$1 million from their general liability policy or a copy of a Special Event Policy from an insurance company of at least \$1 million liability coverage.

4. BEFORE THE EVENT:

- a. Confirm availability of Temple facilities by contacting NASSTA.
- b. Complete and return this application at least 4 weeks prior to the rental start date.
- c. Submit first month rent at least 2 weeks prior to the rental start date.
- d. Arrange for setup before the event and cleanup after the event.
- e. Complete and return this form along with the deposit fee check made payable to NASSTA.
- f. 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 reserves the right to cancel the contract with immediate effect, should Management believe the premises are being misused during the rental period.
 - b. NASSTA Management will be the sole arbiter in this decision.
 - c. If renter wants to cancel the contract, the renter must inform NASSTA 30 days in advance in writing.

RENTAL FEE SCHEDULE

- **FEES:**
 - Minimum rental duration is **1 hour per week**.
 - Additional hour(s) can be added at a cost of \$100 per month for each additional hour per week.
- **AVAILABILITY:**
 - Facility is available for recurring rental only on **Monday, Tuesday, Wednesday and Friday**.
 - Facility is available for use only during normal Temple operating hours.
- **PAYMENT:**
 - Rent is due by 5th day of each month for the current month.
 - If rent is not received by the 5th day of the month, a penalty of \$10 per late day will be levied.
- **TERM:**
 - Facility can be rented for a maximum duration of 3 months only.
 - This agreement is valid for a maximum period of 3 months.
 - If renter needs to renew, please see section on Renewals.
- **RENEWALS:**
 - Renter must inform NASSTA at least 10 days before the existing contract end date, if renter is planning to extend the rental contract beyond the end date.
 - Every 3 months, renter shall send a written request to NASSTA for continuation for rental.
 - Temple has the right to change the monthly rental fees at the time of renewal.

Fee Structure:

Facility	Rental Duration (hours)	Fee (\$)
Library (Max capacity 70)	1 hour per week	\$100
Dining Hall	<i>Not available for recurring rental</i>	

Facilities being rented:

Facility	Rental Duration (hours)	Fee (\$)
Library (Max capacity 70)		
	TOTAL:	

RENTER INFORMATION

Renter's Name: _____	
Phone # _____	Email: _____
Organization Name (optional): _____	
Title (optional): _____	
Address: _____	
City/State/Zip: _____	
Purpose of Rental: _____	Number of people expected: _____
Day(s) of the Week: <u>Monday / Tuesday / Wednesday / Friday</u>	Time: _____
Start Date: _____	End Date: _____

- 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:

Signature

Print Name

Date

NASSTA Authorized Representative:

Signature

Print Name

Date