

Hindu Temple of Kentucky – Facility Renting Policy

Hindu Temple of Kentucky

(Non-Profit tax-exempt Organization)

4213 Accomack Drive, Louisville, KY 40241 Telephone: (502) 429-8888

Web site: www.kytemple.org

RULES AND REGULATIONS GOVERNING THE USE OF HTKY FACILITIES

1. **FACILITY RESERVATION:** Permission is required for use of all HTKY facilities. Applicants should have a copy of the **HTKY PERMIT** with them before the start of the event. All facilities shall be scheduled on a space available basis. All groups making use of HTKY facilities must abide by the HTKY general rules, regulations, and policies. The HTKY Facility Management may revoke permits where there has been a violation of these regulations. **This permit is not transferable to another party/organization.**

Consuming of **ALCOHOLIC** beverages, or possession of harmful **WEAPONS, CONTROLLED SUBSTANCES** or **ILLEGAL DRUGS** are **prohibited** anywhere on the premises. **SMOKING** of any kind is strictly prohibited on the premises. Solicitation of any kind is not allowed on the property of HTKY.

FOOD: Only **Vegetarian Food** is allowed on the premises. **Non-Vegetarian** food of any kind, i.e. Meat, poultry, fish, eggs, etc., **is prohibited.** The kitchen may only be used for warming various foods; Cooking is not permitted in the building. Normally, eating is permitted only in the designated dining area.

Whenever a Priest is required, only the Temple Priest must be utilized. If the party wishes, a second priest of their choice, in addition to the temple priest, can be brought in for the function. Homam is not to be performed in the multipurpose hall under any circumstance. No exception. HTKY Management is currently looking into upgrading the exhaust vent in the multipurpose hall. Until such time performing Homam in the multipurpose hall is strictly PROHIBITED – NO EXCEPTIONS to this policy.

2. **POSTERS** and **DECORATIONS** are allowed with prior approval in designated areas **ONLY.** Posters should be put on Bulletin Boards or on Easels and not on walls. All **DECORATIONS** must be flame-retardant. There shall be **NO distribution of pamphlets** or **sale of any article for private monetary gain** by an individual or organization using the facility unless specifically pre-approved by HTKY. **Balloons are NOT allowed** in the “MULTI-PURPOSE HALL”. Balloons get tangled, burnout and damage the ceiling fans. Damage charges will be collected.
3. **PLAYING HOLI INSIDE THE TEMPLE FACILITY (MAIN TEMPLE, MULTIPURPOSE HALL, MINI HALL, FOYER, KITCHEN AND ANY OTHER COMMON AREAS) WILL NOT BE ALLOWED. COLORS USED DURING HOLI FESTIVAL WILL DAMAGE THE FACILITY AND INCUR UNNECESSARY**

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EXPENSES TO THE FACILITY. NO EXCEPTIONS TO THIS POLICY. VIOLATORS WILL BE PENALIZED SEVERELY.

4. **GROUPS & ORGANIZATIONS** shall NOT advertise or announce an event held in the HTKY facilities in any manner that would suggest that the event is endorsed or sponsored by HTKY. HTKY has **the RIGHT TO DENY** the use of its facilities if the proposed event is not in the best interest of HTKY and the community in general. No persons shall engage in any disorderly conduct or participate in any game of chance not permitted by the laws in the Commonwealth of Kentucky. Facilities may not be used by any organization, which has as one of its objectives the overthrow of the Government by force, or by other unlawful means, or by an individual group or Organization deemed subversive, as defined by the Commonwealth of Kentucky. **Parties are not allowed to sublet the place for booths or tables to vendors for sale of any items.**

5. **VISITING DIGNITARIES:** Any group or individual interested in bringing a distinguished/accomplished person to the temple would have to coordinate with the temple management to get a formal approval. **HTKY Management** is the final authority and reserves the rights to either approve or not to approve the visit. The subject of the discourse will have to be identified specifically and should fall within the values and morals of Hindu Temple of KY, Louisville, KY. Any objectionable topic deemed by the Hindu Temple of KY management team will not be approved. It is very important that the group or individual discusses well in advance the topic of the discourse. Also, the group/individual would have to clearly identify the location within the temple where they would like to conduct this event. Group/individual intending to utilize the Main Temple for conducting the event would have to get an approval by the Hindu Temple of KY management. HTKY management's decision will be final. **HTKY Management team's contact information is displayed on temple's website.**

Any group/individual intending to utilize the HTKY facility will be charged as per the price schedule shown in the item 9. NO EXCEPTIONS to this policy. **If the individual/group violates this policy they will be invoiced directly and HTKY Temple will make every effort to collect dues from that individual/group.**

No group or persons will be admitted into the facility before the time set forth on the permit. HTKY is NOT RESPONSIBLE for accidents, injuries or loss or damage of personal or rented property.

6. **PARKING** or driving any motor vehicle in areas other than those designated is prohibited. **Parking on Accomack Drive is discouraged.**

Police and Parking management if required, must be pre-arranged through HTKY and paid by the group organizing the event...

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7. **CLEANING:** Groups using the HTKY Facilities **WILL HAVE TO USE HTKY CLEANING CREW (SEE ITEM 9 FOR CHARGES).**

8. **FINANCIAL RESPONSIBILITY:**

DEPOSIT: All groups must pay a **\$250 Deposit** with the application for the **Multipurpose Hall and Kitchen** and **\$150.00** for the **Mini Hall and Kitchen**. Failure to provide all information in detail or providing false information will result in denial of requested use of facilities. **No reservation is confirmed without paying the deposit.** In case, the event is preponed or postponed, rules for cancellation policy apply.

INSURANCE requirements: Any Organization/Group staging an event at the HTKY Facility must have **LIABILITY INSURANCE** for at least \$1,000,000 - **SINGLE LIMIT**. This stipulated minimum must be part of a general liability policy covering the event. "Hindu Temple of Kentucky" is to be named as an "Additional Insured" on the policy for the coverage to be acceptable. If the sponsoring group already has a policy in these amounts, HTKY must be added as an "insured party" for those dates the event will be held at the HTKY facility. Certificate must be submitted to HTKY office before the event. If requested in advance, **HTKY MAY BE ABLE TO ARRANGE INSURANCE COVERAGE** to the Organization/Group staging an event at the HTKY Facility by taking an additional coverage on their policy.

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9. FACILITY CHARGES: (Subject to Revision without Notice) *(Make checks payable to HTKY)*

| | *Member Rates | Non-Member Rates |
|---|---|--|
| From 8:30 AM to 8:30 PM ONLY Normal Temple Hours | Patron or Life- Members *(Must have paid at least \$1,000) | Non-Members or Private Functions Associations/Organizations (or Partially-Paid Members) |
| 1. Multipurpose Hall Only: Max 200 people | | |
| • Rental : (Up to 5 1/2 Hours occupancy) | \$300 | \$360 |
| • Additional Rental (Beyond 5 1/2 Hours) | \$50 per Hour | \$60 per Hour |
| • Whole day (8:30am to 8:30pm) | \$550 | \$660 |
| 2. Mini Hall Only: Max 50 people | | |
| Rental : (Up to 4 Hrs. occupancy) | \$150 | \$200 |
| • Additional Rental (Beyond 4 Hours): Can serve food in area. | \$25 per Hour | \$30 per Hour |
| • Whole day Mini Hall (8:30 am. to 8:30 pm.) | \$350 | \$400 |
| 3. Concrete Pad in front of Multipurpose Hall only | | |
| • Rental : (Up to 5 1/2 Hours occupancy) | \$150 | \$200 |
| • Additional Rental (Beyond 5 1/2Hours): Maximum 250 people | \$25 per Hour | \$30 per Hour |
| • Whole day Concrete Pad (8:30am- 8:30pm) | \$350 | \$400 |
| 4. Temple Parking Lot only | | |
| • Up to 5 1/2 Hrs. | \$200 | \$250 |
| • Whole Day (8:30 am – 8:30 pm) | \$350 | \$400 |
| 5. Temple Grassy Area (Rented as is, check with manager for details) | \$100 | \$125 |
| 6. Kitchen Use for Warming Only | \$50 | \$50 |
| 7. Cleaning Charges (see rule #7) | \$150 | \$150 |

Note: Sound System is not available in the mini hall. Please make your own arrangements.

PLEASE NOTE:

If an admission fee is collected or donations are solicited, the program is treated as private and non-member rates will be applied.

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Please note that the halls are rented for AM and PM Sessions as follows--Morning session to close at 2:00pm, If any member wants to rent beyond 2:00pm, even within the 4-5 1/2 hour time limit per session, they have to pay daily rate.

Occupancy for any part of an hour will be counted as one full hour for rental charges.

Cancellation Policy: The following charges apply for canceling a booking and refund amounts are as follows:

Cancellation by the same person making the reservation only will be accepted. A signed letter mailed or faxed will be accepted for proper credit to the account. Phone cancellations are not acceptable, as we cannot verify authenticity of the caller.

If the party wishes to use the same facility at a different date, if space is available, within 12 months from the date of cancellation, the money will not be refunded, but used for the new date and time. This change is allowed only once. If for any reason, the program needs to be canceled again, no money refunded or no new booking will be allowed. This has to be decided at the time of first change, whether to receive money or to rebook for another date.

| <u>Multipurpose Hall:</u> | <u>Refund Amount</u> |
|-----------------------------------|-----------------------------|
| Canceled 60 days before the event | 100% |
| Canceled 30 days before the event | 50% |
| Canceled 15 days before the event | 25% |
| Canceled 1-14 days before event | 0% |

| <u>Mini Hall:</u> | |
|-----------------------------------|------|
| Canceled 60 days before the event | 100% |
| Canceled 30 days before the event | 50% |
| Canceled 15 days before the event | 25% |
| Canceled 1-14 days before event | 0% |

Additional Charges for using the Multipurpose Hall and Mini Hall for Decoration:

If the party wants to use for decoration prior to the event, the day before or the slot before the after noon booking, they have to rent the previous slot and pay the prescribed charge. If the hall is not booked by any one prior to the rented slot, and as determined only 12 hours prior to the event, the party can request to use the auditorium, on an hourly basis at half the regular charge during temple open hours only. This is not guaranteed and can only be determined 12 hours prior to the event time. Temple is not responsible for any loss or damage to the decorations left over night or prior to the event.

For Reservations and further Information, please contact the Temple Manager (Mrs. Sheeba Jolley) at (502) 429-8888 during temple hours or contact HTKY Management, please see the temple website for contact information.