

## HTGC HALL RENTAL POLICY

### **POLICY**

It shall be the HTGC policy that the Sama Rathi Auditorium, (SRA) and the Gupta Dining Hall (GDH) shall be made available to responsible individuals, clubs, groups and organizations when not required by HTGC for its own sanctioned programs.

Uses may include but not be limited to meetings, information workshops and other public service or religious related functions. HTGC retains the exclusive right to make necessary decisions regarding schedule changes and the acceptance, refusal or withdrawal of permission for use of the facility at HTGC own discretion.

### **PRIORITY USE OF THE FACILITY**

The availability of the HTGC halls shall be determined only after all temple meetings and functions have been scheduled, including but not limited to appointed HTGC committees, HTGC Vidyalaya classes, HTGC functions and activities as well as any other HTGC co-sponsored functions. The HTGC Manager shall block off the dates for HTGC hall needs at the beginning of the year in conference with the HTGC Executive Committee.

Individuals and organizations from outside of HTGC shall be afforded the use of the hall only after it has been determined that the rental and use would not conflict with any of the above.

### **SCHEDULING**

Interested parties may schedule for the use of any of the above-mentioned halls or classrooms either upstairs or downstairs through the HTGC Office. In all instances, the requesting party must complete all of the necessary rental forms, provide for any necessary insurance and make the required rental fee and security deposit before approval is granted. The HTGC Manager shall provide weekly updated reports on all such bookings to the HTGC Executive Committee via a Registration/Cancellation Spread Sheet. Manager shall provide details to the Front Desk personnel. The HTGC Manager at the earliest possible must confirm the final approval for hall rentals to the requesting party.

### **USER GUIDELINES**

Failure to abide by these guidelines shall be cause for future denial of rental to that renter or their entity.

- Arrangements for early access must be made with the HTGC Manager or designee at least 72 hours in advance of the scheduled rental excluding weekends and holidays.
- The Fire Chief and the Life Safety Codes govern the maximum occupancy for any rental. The maximum number of people permitted shall not exceed **600** in the main SRA and **300** in the GDH under normal circumstances.
- **Covid-19 Changes: 75 people max at both the Halls.**
- The renter must provide their own supplies, materials, service and food items, though they will be able to use any existing tables and chairs.
- Alcoholic beverages and/or smoking are not permitted on the HTGC property.
- Non-vegetarian foods are not allowed in the Temple premises.
- The use of weapons are prohibited from the facility; open flames (candles or other incendiary devices) require prior authorization. In some cases, this may require prior authorization from the Fire Marshall of Lemont.
- All and any entrances and exits should not be blocked by any of the activities conducted by the renter or their entity.
- Users may not affix any decorations and the like to the walls of the rented facility. Anything taped to the windows must be with masking tape only.
- Animals/Pets are not permitted in the building except trained service dogs assisting persons with disabilities.
- The rented space trash must be picked up, placed in receptacles.

- Organizations/Individuals renting the temple facilities must please report to the HTGC Office anything that was not properly working or was broken before the event began or became damaged during the event. This includes spillage on the rugs or floors. If stains occur, HTGC will have a commercial cleaner work to remove the stain, and there will be a charge against the security deposit.

A lack of respect by the user(s) or group may be cause for the denial of a future use of the HTGC facilities.

Insurance Certificate: *Within three (3) days of scheduling, the renter will have to provide HTGC with a certificate of insurance covering their activity, all participants and have HTGC named as additionally insured. If a certificate is not provided within the period, HTGC will not hold the date requested and return of Security deposit will be based on Cancellation Policy*

**RENTAL FEE AND SECURITY DEPOSIT**

RENTAL FACILITY	HOURLY RATE ** (Minimum Rental Duration: 3 Hours)		
	Private Party Weekend	Private Party Week Day	Not-For Profit Organization
<b>SRA— Sama Rathi Auditorium (Community Center Upper Level)</b> Capacity - 575 (Theater Style Seating)	<b>\$250/-</b>	<b>\$200/-</b>	<b>\$200/-</b>
<b>GDH—Gupta Dining Hall (Community Center Lower Level)</b> Capacity—300 Dinner Seating	<b>\$220/-</b>	<b>\$180/-</b>	<b>\$180/-</b>
<b>Sama Rathi Auditorium &amp; Gupta Dining Hall (SRA &amp; GDH combined)</b>	<b>\$425/-</b>	<b>\$340/-</b>	<b>\$340/-</b>

**HTGC Facility Rental Rates & Amenities**

1. **\*\* Surcharge:** In addition to the hourly rate, a Surcharge of \$25/- per hour for custodial overtime will be charged for use of facilities **BEFORE 9 AM and AFTER 9 PM.**
2. **Reservations:** Tentative reservation must be confirmed by completing the HTGC Facility Rental Contract within 7 days of initial request date. A 50% deposit must be paid along with the signed contract.
3. **Setup:** One hour Setup time is permitted preceeding the contract period. Additional Setup time will be charged at \$50/- per hour subject to availability.
4. **Rehearsals:** Rehearsals are charged at \$75/- per hour for a minimum of TWO hours for SRA /GDH and \$50/- per hour for Ramalaya Auditorium.
5. **Cancellation Policy:** Deposit may be refunded as follows:
  - a. 90% if request is made more than 90 days before the date of scheduled event
  - b. 50% if request is made more than 60—89 days before the date of scheduled event
  - c. 25% if request is made more than 30—59 days before the date of scheduled event
  - d. NO REFUND is given if request made within 30 days of the date of the scheduled event
6. **SRA Amenities Included in Rent:** Two dressing rooms, Built-in stage 45' x 20'; 5 Microphones, Audio System (CD/USB Player).
7. **SRA Amenities at Extra cost:** Mantapam (\$350/-), Bride & Groom Chairs (\$50/-ea.), Swing (\$75/-) Center Stairs (\$50/-). Audio-visual equipment (9' x 9' Screen & Projector -\$100/- First hour and \$25/- per hour thereafter) Up to 3 chord microphones and 1 cordless microphone -\$10/- each/ per hour.
8. **GDH Amenities Included in Rent:** Kitchen with Refrigerator & Microwave (No cooking OR Frying permitted)  
Upon request following can be arranged: Up to 320 chairs in theater style OR Lunch/Dinner setup with 8 Chairs around each table, 2 buffet stations, podium with microphone.
9. **GDH Amenities at Extra Cost:** Portable Stage - 16' x 8' x 4' (\$75/-)

Audio-Visual Equipment (9' x 9' Screen & Projector \$100/- first hour and \$25/- hour thereafter– can be fed from SRA.

10. **Food Catering:**

- a. Temple Kitchen can provide Prasadam and variety of food for all events.
- b. Due to Covid-19, outside catering from Restaurants is not permitted at any time.

### **HTGC Facility Rental Guidelines**

1. Temple management reserves the right to refuse hall rental based on HTGC rental guidelines
2. The renter shall conform to all policies, rules, regulations and customs established by HTGC.
3. Occupancy not to exceed permitted capacity of the hall.
4. Smoking, non-vegetarian food or alcoholic beverages will **NOT** be allowed in the temple complex.
5. No food or drinks except Prasadam are allowed in the Rama temple upper level, GSD main hall and in the Sama Rathi Auditorium.
6. Children must be kept under constant supervision of parent/responsible adults.
7. Decorations are not allowed in the rented area using scotch tape, staples and nails.
8. Rental area must be kept tidy and clean at all times
9. Damage to the property or furniture will be charged to the lessee. No pins, nails or strong adhesive tapes are allowed for decoration.
10. GDH Kitchen (With prior permission) may be used for warming the food and not for cooking or frying. A very limited refrigerator and freezer space is available in the kitchen.
11. Left over items should be removed from the premises immediately on completion of the program.
12. The renter agrees to hold HTGC, its officers, governing body, members, and agents harmless from and against any loss, damage and /or liability occasioned by/coming out of/arising from any tortuous or negligent act on the part of party, renter agents, employees or invitees connected with the use of HTGC facilities. It is the responsibility of the renter, its members or their guests to obtain adequate Liability insurance to protect themselves against losses resulting from the use of HTGC facilities.
  - Sub-letting of hallway to Vendors to be pre-approved.
  - Type of Vendor business details to be provided for pre-approval two weeks prior to event date
  - Publicity material if any by Association or Vendors to be pre-approved.
13. Temple Manager and custodian will help the function run smoothly.
14. Custodian charges of \$150/-\* per event for SRA and \$150/-\* per event for GDH will be added to the final Bill. (\$200- if both halls are rented together)
15. Cleaning charges of \$150/- per event will be added to the final Bill.
16. Custodian charges of \$35.00 per hour will be added to opening before 9 AM and closing After 9 PM. (Temple hours 9 AM to 9 PM).
17. Security personnel charges of \$25.00 per hour will be added to usage hours after 9 PM. (Temple hours 9 AM to 9 PM).
18. Dues and Final payment to be settled immediately on conclusion of the program.

### **DOUBLE BOOKINGS**

In cases where double bookings have occurred for both HTGC and an outside party on the same time and date, HTGC shall give up the right to claim of the rented hall for that time and date. The outside party must be first given rights to the rented space.

### **HTGC CO-SPONSORED PROGRAMS:**

**-TICKETED PROGRAMS** In the case of ticketed programs co-sponsored with another organization(s), such as with cultural programs, all income and expenses including hall rental shall be split equally between HTGC and the other organization(s).

**- NON-TICKETED PROGRAMS** In the case of non-ticketed programs with co-sponsors:

1. Religious/Hindu dharma-philosophy based organization program: 50% rental charge and the co-sponsoring organization may collect from proceeds of sales of CDs, tapes, etc. towards their own organization without splitting such collections with HTGC.
2. Co-sponsored program is pure non-religious entertainment such as a comedian show, Sahitya Sammelan, etc.: co-sponsoring organization shall pay 50% of hall rental charges and shall split 50% of all other collections with HTGC.

RENTAL ORGANISATION/INDIVIDUAL NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_