RULES AND REGULATIONS GOVERNING THE USE OF HSMN FACILITIES

1. **RESERVATION:** Permission is required for use of all Hindu Society of Minnesota (HSMN) facilities. Applicants should have a copy of the HSMN agreement with them before the start of the event. All facilities shall be scheduled on a space available and first come first serve basis. All groups making use of HSMN facilities must abide by the HSMN general rules, regulations, and policies. The HSMN Facility Management may revoke permits where there has been a violation of these regulations.

2. **PROHIBITED ITEMS:** Consumption 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 HSMN. Non-Vegetarian food of any kind, i.e., Meat, poultry, fish, eggs, etc., is prohibited.

3. **FOOD AND DINING:** Only Vegetarian Food is allowed on the premises. The kitchen may be used for warming various foods; Cooking is permitted in the kitchen with prior approval. Normally, eating is permitted only in the designated dining area.

4. **PRIEST SERVICES:** Whenever a Priest is required, only the Temple Priest must be utilized. If the party wishes, in addition to the temple priest, a second priest of their choice can be brought in for the function. If a party wishes to use the stage for marriage, it should consult with the temple priest before booking the hall.

5. **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 HSMN.

6. **GROUPS & ORGANIZATIONS** shall NOT advertise or announce an event held in the HSMN facilities in any manner that would suggest that the event is endorsed or sponsored by HSMN. HSMN has the RIGHT TO DENY the use of its facilities if the proposed event is not in the best interest of HSMN 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 State of Minnesota. 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 State of Minnesota. Parties are not allowed to sublet the place for booths or tables to vendors for sale of any items.

7. **TIMELINESS:** Regular Temple Hours (RTH) is 9:30AM – 8:30PM on SAT&SUN and 9:30-11:30AM and 5:30-8:30PM Mon-Fri. No group or persons shall be admitted into the facility before the time set forth on the rental agreement. HSMN is NOT RESPONSIBLE for accidents, injuries or loss or damage of personal or rented property.

8. **PARKING** or driving any motor vehicle in areas other than those designated is prohibited. Parking is not allowed on the street. POLICE (from Maple Grove) services if required, must be pre-arranged through HSMN and paid by the group organizing the event.

9. **CLEANING:** Groups using the HSMN Facilities are responsible for cleaning the facilities and shall pay for any damages caused to HSMN facilities. All garbage must be BAGGED and dropped in the Dumpster OUTSIDE behind kitchen. The place must be vacuum cleaned / broomed before leaving. If facility is not returned in a clean, proper condition, or if there is any breakage or damage to furniture, equipment, or facility, costs shall be deducted from the Deposit, and, if needed, the group shall be required to pay any additional amounts as determined by HSMN.

10. **SECURITY DEPOSIT:** All groups must pay the security deposit listed in table below plus rental fee with the application form. The deposit will be refunded except for provisions specified in item 9&14. Failure to provide all information in detail or providing false information will result in denial of requested use of HSMN facilities. No reservation is confirmed without paying the deposit. In case, the event is preponed or postponed, rules for cancellation policy apply.
**FACILITY CHARGES**:  

<table>
<thead>
<tr>
<th>Name of the facilities</th>
<th>Duration within RTH</th>
<th>Trustees &amp; NPO</th>
<th>Non-Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Auditorium (A) + Dining hall (D) + Kitchen (K) including audio system</strong></td>
<td>All Day - max 12 hrs</td>
<td>$1000 (M-TH)</td>
<td>$1100 (M-TH)</td>
</tr>
<tr>
<td></td>
<td>5 hr max</td>
<td>$400 (M-TH)</td>
<td>$500 (M-TH)</td>
</tr>
<tr>
<td><strong>2. Auditorium Only: Max 470 people including audio system</strong></td>
<td>All Day – max 12 hrs</td>
<td>$700 (M-TH)</td>
<td>$800 (M-TH)</td>
</tr>
<tr>
<td></td>
<td>5 hr max</td>
<td>$300 (M-TH)</td>
<td>$400 (M-TH)</td>
</tr>
<tr>
<td><strong>3. Dining Hall + Kitchen Rental not including audio system</strong></td>
<td>5 hr max</td>
<td>$300 (M-TH)</td>
<td>$400 (M-TH)</td>
</tr>
<tr>
<td></td>
<td>Beyond 5 Hours</td>
<td>$80 per Hour</td>
<td>$100 per Hour</td>
</tr>
<tr>
<td><strong>4. Round tables without china for 10 guests</strong></td>
<td>Only with facility rental for entire duration</td>
<td>$30 each</td>
<td>$30 each</td>
</tr>
<tr>
<td><strong>5. Round tables with china for 10 guests</strong></td>
<td></td>
<td>$40 each</td>
<td>$40 each</td>
</tr>
<tr>
<td><strong>6. Wedding Mandap</strong></td>
<td></td>
<td>$750</td>
<td>$750</td>
</tr>
<tr>
<td><strong>7. Paper Plates (Consult with Manager)</strong></td>
<td></td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td><strong>8. Room Rental</strong></td>
<td>1 Hr increment</td>
<td>$25 per hour</td>
<td>$30 per hour</td>
</tr>
<tr>
<td></td>
<td>Class Room</td>
<td>$35 per hour</td>
<td>$40 per hour</td>
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<tr>
<td></td>
<td>Big Room (Double door)</td>
<td>$50 per hour</td>
<td>$60 per hour</td>
</tr>
<tr>
<td><strong>9. Cleaning charges (see rule #9)</strong></td>
<td>Auditorium (A) For rental duration</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A, D &amp; K</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room Rental (#8)</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td><strong>10. Rental beyond RTH</strong></td>
<td></td>
<td>$100/hr</td>
<td>$120/hr</td>
</tr>
<tr>
<td><strong>11. Security Deposit</strong></td>
<td>For duration</td>
<td>$400 for 1&amp;2 ; $200 for #3 &amp; $150 for #8</td>
<td></td>
</tr>
<tr>
<td><strong>12. Armed Security Guard rental fee beyond RTH (minimum 4 hr rental)</strong></td>
<td>Per hour</td>
<td>$25</td>
<td></td>
</tr>
</tbody>
</table>

*Rates are subject to change without notice. Use of auditorium beyond RTH will be charged at the rate of $100/hour for members and $120/hour for non-members assuming 10PM shutdown time. Strictly no usage after 10PM.*

11. Cancellation Policy: Security Deposit will be forfeited if the reservation is canceled less than seven (7) days prior to the reserved date. Any exceptions will be at the discretion of the Temple Manager.

12. There will be no solicitation of funds or donations at Temple unless authorized by HSMN and agreed to in writing from the Temple Manager.

13. External food catering must be from a Licensed Caterer. The License and Insurance documents must be submitted at the time of the application and must be approved by the Temple Manager prior to occupancy of the facility by the renting party.

14. **PERSONNEL SECURITY:** For the safety and security of temple staff, devotees or visitors, HSMN shall mandate hiring of security service or sign a waiver during RTH. **Armed Security Guard** rental is **mandatory** for usage beyond RTH with a minimum of 4 hours.

15. **SPECIAL NOTE:**

- If an admission fee is collected or if donations are solicited, the program will not be treated as private and non-member rates will apply.

- Auditorium, dining and kitchen are rented for AM and PM sessions as follows:
  - Morning session to close before 2:00 P.M. If any member wants to rent beyond 2:00pm, even within the 5 hour time limit per session, they will have to pay all day rate.
  - The hours allowed are for occupancy time and include (pre and post) event preparation/rehearsals/cleaning time. Occupancy for any part greater than 15 min will be counted as one full hour for rental charges.
  - In case your event runs past the agreed upon time in the application, the compensation for presence of temple employee/management past this time shall deducted from the security deposit.

For Reservations and further Information, visit our website www.hsmn.org or please contact the Temple Manager or Assistant Manager at (1-833-4MY-HSMN) AND email Temple Manager at Manager@hsmn.org
# HSMN Temple Facility Rental Agreement

The undersigned requests the use of Hindu Temple of Minnesota facility at 10530 Troy Lane North, Maple Grove, MN 55311, and understands the permit is not transferable to another party/organization.

## RENTER DETAILS

<table>
<thead>
<tr>
<th>First Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Phone#</td>
</tr>
<tr>
<td>Email ID#</td>
<td>Backup Name #</td>
</tr>
<tr>
<td>Trustee Member</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Backup phone #</td>
<td></td>
</tr>
</tbody>
</table>

## RENTAL DETAILS

- [ ] Auditorium + Dining hall + Kitchen
- [ ] Auditorium only <470 attendees
- [ ] Dining hall + Kitchen
- [ ] Class rooms <15
- [ ] Big Room <30
- [ ] Board Room (meetings only)

## EVENT DETAILS

**Purpose:**

**Estimated attendance:**

**Event Date**

**Time**

**Start** AM/PM

**End** AM/PM

**□ All Day**

**Specify admission charges if any** $ ___________

**List all materials that will enter into the facility**

 Whenever a Priest is required, only the Temple Priest shall be utilized. If the party wishes, a second priest of their choice, in addition to the temple priest, can be accommodated for the function. If a party wishes to use the stage for marriage, consult with the temple priest before booking the hall.

## Rental Details

- Total Rental due (Rental + Deposit fee) - $ ___________

## Security Deposit

- Must receive payment at the time of booking.

- Make checks payable to Hindu Society of Minnesota or HSMN

## Method of payment

- Check# ________;
- Credit Card: Pay at kiosk
- Order# ________

- Security Deposit shall be forfeited if the reservation is canceled less than seven (7) days prior to the reserved event date. Any exceptions will be at the discretion of the Temple Manager.________(Initial here)

- □ I agree to pay HSMN for a minimum of 4 hours (more if mandated by temple office) of Armed Security Service. Service is mandatory if temple premises are used beyond RTH

- □ I agree to take full liability and responsibility for personnel or property damages due to lack of such protection during RTH

- I agree to abide by the terms and conditions (Bullet 1 to 15) presented to me. ________(Initial here)

I have read Hindu Society of Minnesota temple facility rental application and agreement. I fully understand the rates and rules of this rental agreement and shall comply with them. I take full responsibility for any damage of property during the rental by me or my invited guests. I also understand that Hindu Society of Minnesota is not responsible or liable for any accidents, injuries or loss of personal property.

**Signature:** ____________________________________  **Date:** ___________

**For Office use only:**

**Comments:**

**Collected Security Deposit via** Check# ________ or Credit Card for □ $400 for 1&2 □ $200 for #3 □ $150 for #8

**Signature:** ____________________________________  **Date:** ___________