



Hindu Temple of Kentucky Facility Management

The **Hindu Temple of Kentucky** is pleased to make its facilities available to the community. When not in use for designated Temple activities and subject to availability, the facilities may be reserved for religious and community events, family functions, and social/cultural activities that align with the vision of, and conform to, the practices of the Hindu Temple of Kentucky.

- **Temple Members** include patrons, life members, and any members of the community who have paid annual membership dues of \$365 (\$1 per day).
- **Affiliated Non-Profit Organizations** are groups recognized by HTKY, such as Louisville Sanskrit School, Telugu School, Kannada School, HSS, Yoga groups, etc.
(* Subjected to all terms and conditions below.)

Reservations are made on a first-come, first-served basis, determined by when the signed contract and deposit are received. The Hindu Temple of Kentucky reserves the right to exercise full discretion in its decision regarding rentals.

For Facility Rental Reservations and Availability, please email hallrental@htky.org or call the front desk at **502-429-8888, Option #4.**

TERMS AND CONDITIONS FOR USE**RENTAL TERMS:**

1. **I/We** understand that the rental facilities are available for rent between 9:00 AM and 9:00 PM.
2. **I/We** agree that the maximum capacity for the large hall is 250 people, in accordance with its approximate 4,000 sq. ft. capacity.
3. **I/We** agree that the maximum capacity for the classrooms is 90 people, in accordance with their approximate 1,350 sq. ft. capacity.
4. **I/We** agree to abide by the rules and regulations of HTKY when using the facilities. I/We guarantee to return the facility in the same condition in which it was received, or to pay for any necessary repairs deemed appropriate.
5. **I/We** understand that all items brought into the premises must be removed at the end of the rental. Any items left behind will be disposed of as the Temple sees fit and will not be eligible for the refundable security deposit.
6. **I/We** understand that the use of the facility and my/our event program should not interfere with the regular events/pujas of the Temple.
7. **I/We** understand that the following items are prohibited on Temple property (including the premises and grounds, such as parking lots):
 - a) Non-vegetarian food, including eggs.
 - b) Alcohol.
 - c) Smoking of any kind.
 - d) Illegal drugs.
 - e) Harmful weapons.
8. **I/We** understand that I/we must be available for a final walk-through with the Temple facility manager/designee either post-event or the next day.
9. **I/We** understand that it is my/our responsibility to thoroughly clean the facility after use. If not properly cleaned, additional cleaning charges will apply. Charges for any damage to the facility will also be applied.
10. All waste and garbage must be packed neatly and deposited in the designated dumpster.
11. **I/We** understand that there will be no vendors or sale of articles without prior approval from the Temple facility manager/designee.
12. **I/We** understand the following specific additional terms for the rental of the kitchen:
13. HTKY kitchen may only be used to serve cooked food until the kitchen commercial license is obtained by HTKY.
14. Kitchen equipment must not be damaged.

15. Kitchen equipment, appliances, accessories, and utensils must be cleaned and returned to good working condition.
16. The sink must be left clean.
17. All proceeds from the sale of food items will benefit HTKY.
18. At the close of the event/rental, any materials brought into the facility, including decoration materials, food, rental items, etc., must be removed completely. Absolutely no food should be left behind in the kitchen or in any kitchen appliances/refrigerator.
19. All furniture should be properly stacked back. Special care should be taken to protect chairs, tables, kitchen equipment, bathroom fixtures, and curtains.
20. Limited A/V equipment is available for additional rental. Please inquire with the facilities manager.
21. The use of dividers in classrooms is strictly prohibited.
22. Use of Decorations:
 - a) No pins can be used to mount decorations.
 - b) No Rangoli (wet or dry) on bare floors.
 - c) Decorations that have the potential to stain are prohibited.
 - d) Only paint-friendly scotch tape can be used.
 - e) No pinatas that hang from ceiling tiles.
23. Floors must be swept and mopped clean, with all spills and messes cleaned up. Cleaning supplies and tools are available for use.
24. We strongly discourage the use of Styrofoam materials on Temple premises and encourage the use of paper and biodegradable products to support the Temple's "Go Green" philosophy.
25. If the Temple facility manager/designee finds any infractions during a post-event walkthrough, the Temple will arrange for cleaning, and any resulting charges will be deducted from the refundable security deposit. The manager/designee's decision on determining cleaning and repair charges is final.

PREMISES USE WAIVER:

1. HTKY is not responsible for any injuries that occur to persons using the kitchen during the rental hours.
2. HTKY is not responsible for the loss or theft of any personal belongings of individuals during the rental hours.
3. If it is a vendor-managed event, the vendor must provide a certificate of insurance in the name of HTKY or sign a waiver form.
4. The renter agrees to indemnify and hold harmless the Hindu Temple of KY, its Board of Trustees, management, employees, volunteers, staff, and all agents from and against all costs, liabilities, expenses (including reasonable attorney fees), damages, and lawsuits arising from the usage of the facility.

RENTAL FEE**Rental Facility discounts:**

1. Discounted prices apply only for Life members and Annual members of HTKY. **(Membership discounts cannot be applied to friends or acquaintances).**
2. Upon arrival the renter must show valid ID, Invitation of the event to avail the member prices.
3. In case of group/organization reservation, if the member is in the planning/organizing committee, then they can avail member discounts.

Misuse of Rental Facility:

If a member rents the hall and it is used by a non-member, the member will be liable to pay the full facility fee for the day or hours, as per the rental terms and conditions.

Fee

50% of the rental fee is due at the time of booking. The remaining 50% is due at least 5 days prior to the event date. If the rental is requested less than 5 days before the event, full payment is due at the time of signing the agreement.

Cancellation Terms:

1. Any cancellations or changes must be made at least 2 weeks prior to the event to receive a full refund.
2. Cancellations or changes made less than 2 weeks before the event will incur a 25% penalty charge.
3. If cancellations are made less than 2 days before the event, no refund will be issued.
4. A refundable security deposit is due at the time of booking. This deposit will be refunded if the facility is returned in its pre-rental condition. If the facility is not returned in the same condition, the full deposit amount will be withheld.
5. For a 4-hour rental booking, 1 hour each for set-up and cleanup is included at no extra charge. If additional time is requested, there will be a charge of 25% of the hall rental fee per extra hour. For rentals exceeding 4 hours, 2 hours of setup and cleanup are included at no additional charge, and each extra hour will incur a charge of 25% of the rental fee.

Priestly Services:

1. Only HTKY priests are allowed to provide priestly services when renting the halls. (Non-HTKY priests are NOT ALLOWED.)
2. If a non-HTKY priest is brought in to conduct any Puja (priestly services) or personal service, the renter must pay an additional 'Priest Replacement Fee' to HTKY, which is the fee charged by the temple for an equivalent service provided by an HTKY priest.

Rental Supplies:

1. HTKY has a limited supply of tables and chairs that are included in the rental price of the facility. Off-premises use of tables and chairs is not permitted.
2. Additional tables, chairs, tents, and other equipment may be rented from outside vendors but must be pre-approved by the facility manager at the time of booking.

Facility Rental Guidelines for Inviting Guruji's to the Temple**Option 1: Hall Rental Facility**

1. Free for one calendar day only, including free audio use and a welcome by HTKY priests.
2. For any consecutive days for the same speaker, the Facility Rental Fee must be paid in full according to the current terms and conditions.
3. No Monetary Transactions, Donations, Dakshina, or promotions of any kind are allowed on HTKY premises.
4. If Monetary Transactions, Donations, Dakshina, or Promotions of any kind are conducted on HTKY premises, the Renter will be liable to pay the Full Facility Fee for the days or hours, as per the rental terms and conditions.
5. All Other terms and conditions outlined in the rental agreement apply.
6. Vendor booths (for any kind of sales): \$100 per day.
7. TV setup \$50.00.
8. Charges apply for Puja services.

Option 2: Hall Rental Facility

1. The Renter is required to pay the rental fee for usage of the facility, based on per day basis.
2. This is Considered a Private Event.
3. There are no restrictions on transactions, donations, or promotions on HTKY premises.
4. All Other terms and conditions outlined in the rental agreement apply.
5. Audio charge: \$ 50 per day and TV setup \$50.00.
6. Charges apply for Puja services.

Parking Policy.

1. HTKY has 3 parking lots that accommodate parking for up to 120 vehicles including 6 for Disabled.
2. For large events and weddings where more than 250 guests are expected, the renter is responsible for getting parking assistants and permission from the Facilities Manager, to use additional parking areas such as grass lots.
3. Any violators who park in undesignated areas in the temple premises will be towed. HTKY will not be responsible for charges or fines associated with towing services or associated fees.
4. Follow the no parking guide attached with the contract or ask for it at **hallrental@htky.org**
5. Point of contact for parking volunteer:
Required only if it's more than 250+ guest or 100+ cars are expected

Name: _____

Mobile: _____

FIRE & SAFETY POLICY:

1. Homam/Havan/Lamp: Rituals that involve fire or smoke of any kind, such as Homam/Havan, are not permitted unless the Renter has obtained prior written or email permission from the Temple and secured all necessary permits from local authorities.
2. Any activities that could damage the Premises or interfere with Temple operations are strictly prohibited. Violations may result in immediate termination of this Agreement.
3. Renter is liable for charges incurred due to a triggered smoke alarm if they intentionally set it off or if the alarm was triggered due to their negligence
4. Use of fireworks or other pyrotechnics is strictly prohibited on the Premises without approval from The Louisville Metro Special Events and by HTKY safety team

Thank You for choosing HTKY Facilities for your needs.

Hindu Temple of Kentucky's Facility, Safety and Management team wishes you all have a wonderful event, full of enjoyment, and a safe celebration.