

# Rental Policy, Instructions and Application

The following Rental Policy contains important information regarding the use of the hall. It is important that you read and review the entire document. You may obtain a printable version from our web site.

Please note that the rental reservation will be considered NULL AND VOID if the application is not completed and returned within two weeks of the date that the application is provided to the applicant, unless otherwise agreed to by the RIHTS Executive Council.

If you have any questions regarding the policy and its guidelines, please contact the RIHTS office.

## 1. Application

Hall rental applications may be obtained from our Website or by contacting the RIHTS office. All hall, dining room, or classroom rentals for any devotee require an application. No rental shall be considered until a completed and executed application is submitted to the RIHTS together with the appropriate fees (including the necessary security deposit), at a time no later than two weeks after the application date. All rentals are subject to the approval of the RIHTS Executive Council.

## 2. Rental Fee

### Large (Main) Hall Rental

- Devotees
  - Monday-Sunday - **\$351.00**

### Small Hall Rental

- Devotees
  - **\$101**

### Dining Hall

- Devotees
  - **\$151**

### Classroom

- Devotees
  - \$50 per classroom for maximum of 3 hours.

### Custodial Services

- \$60 for 2 hours, additional hours will be charged at \$30 per hour

The Rental Fee must be paid in full at least thirty-(30) days prior to the rental date or with the application whichever is the sooner.

### **3. Security Deposit**

#### **Large Hall Security Deposit**

- Devotees - **\$150.00**

#### **Small Hall, dining area, and classroom Security Deposit**

- Devotees - **No Charge**

The Security Deposit is due at the time of application. All money shall be returned if the application is not approved.

The Security Deposit will be returned within 30 days of the function, providing that all guidelines have been followed, and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur beyond the security deposit, the applicant agrees to either perform the repairs to the satisfaction of the Rental Committee or pay for the repairs.

### **4. Time**

All rentals will end at **midnight**. Each rental shall be for a period of four (4) hours. Additional time is subject to the approval of the RIHTS, at an additional cost of \$100.00 per additional hour, for no more than two additional hours. Additional time must be requested at the time of application. The facility is open two hours prior to all functions. If additional time is needed prior to function a \$50.00 per hour fee is charged.

- Additional Time Prior to Function - \$50.00 per hour
- Additional Time Following Function - \$ 100.00 per hour

### **5. Capacity**

The maximum capacity of the large hall shall be as follows: 250 people. The maximum capacity of the small hall shall be seventy-five (75) people. The maximum capacity of dining area is seventy-five (75) people.

### **6. Custodial Services**

All rentals include set-up time, on-site coverage at/during the event, and breakdown of tables etc. at the conclusion of your event. Clean-up is the renter's responsibility unless paid for additional custodial services.

## 7. Priest Services

If priest services are needed, please visit our web site (RIHTS.org) and see the tab for Pooja services.

## 8. Decorations

Decorations shall be limited to tables and chairs only. No wall or ceiling decorations shall be allowed. Decorations shall be reviewed with RIHTS for proper consideration of the facility. All decorations must be removed at the end of the function. No glue, tape, tacks, nail, pins, or any other fasteners that may damage the walls or ceiling may be used to hang decorations. Do not hang heavy objects or decorations from the ceiling.

**The use of candles or any other type of open flame is NOT allowed. The use of any of these products will cause the loss of your security deposit.**

## 9. Kitchen Policy

Rental party/caterer may use the following kitchen items:

- Stoves, Ovens, & Microwave (for warming only)

Rental party/caterer may not use the following kitchen items:

- Dishes
- China
- Pots
- Pans
- Utensils
- Table linens
- Serving trays
- Dishwasher
- Paper products

### Cooking

NO cooking or grilling will be allowed on the property. Only the preparation of cold foods and warming of precooked hot foods will be allowed.

## 10. Dining Services

Food and non-alcoholic shall limited to the dining areas only, food and drinks is not permitted in the halls, or classrooms.

## 11. Shoes and Coat

There is separate room for the shoes and coats, shoes are not allowed in the halls.

## Cleaning

- Rental party/caterer is responsible for the complete cleanup of kitchen area, except when custodial services are requested.
- Countertops, Coffee Machine, Ovens, Microwave and Sink should be washed & cleaned.
- Floors should be swept and washed.
- Trash should be placed in the outside dumpster.
- Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without approval of the RIHTS.

## 12. Hall Clean-up

The renting party is responsible for the complete clean-up of the hall area, making sure all rubbish is placed in the outside dumpster, unless paid as additional services for the custodian, unless when custodial services are requested.

## 13. Smoking Policy

There is absolutely NO SMOKING at the RIHTS facility. This rule will be enforced. Any violation will cause the forfeit of your security deposit, and the particular party may be asked to leave.

## 14. Alcoholic Beverage Policy

- Alcohol is not permitted at the RIHTS facility.
- If anyone is found consuming alcohol, they will be asked to leave the premises immediately.

## 15. Damages

Any damages that occur to the facility as a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.

## 15. Religious Restrictions

No religious ceremonies, other than those of the Hindu Faith, may be performed in the RIHTS facility or any part of the RIHTS complex.

## 16. Amendments

The rental committee may amend this hall rental agreement to fit the particular needs of the rental party. This requires the approval of the Executive Board.

## 17. Indemnification / Hold Harmless

The renting party, by executing the application form, shall agree to indemnify and hold harmless the RIHTS, its agents, servants, employees, and executive officers from and against any and all claims, damages, losses, and expenses, including attorney's fees, resulting from the renting party's use of the facilities.

To provide the best experience possible for your function, please contact us well in advance of the event with questions, changes, or added requests.

I accept on behalf of the rental party the terms and conditions of the RIHTS Hall Rental Policy. I understand that any violation of this policy may result in forfeiture of the security deposit.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Telephone \_\_\_\_\_