

Hari Om Mandir
6 North 20 Medinah Road, Medinah, IL 60157, USA
Phone# 630 980 0900
HOM FACILITIES RENTAL SERVICE FORM

PLEASE PROVIDE THE FOLLOWING DETAILS:

INDIVIDUAL - SS# _____ NON-PROFIT ORG.- TAX EXEMPT # -36 _____ OTHER _____

*HARI OM MANDIR MEMBER: _____ YES _____ NO _____ LIFE MEMBER: _____ YES _____ NO _____

CURRENT YEAR MEMBERSHIP PAID: _____ YES _____ NO _____

NAME: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

CONTACT#:() _____ FAX #:() _____ EMAIL ADDRESS: _____

EVENT DATE: _____ EVENT TIME: FROM _____ AM / PM TO: _____ AM / PM _____

PLEASE CHECK THE TYPE OF FACILITIES REQUIRED:

MANDIR UPSTAIRS _____ DINING HALL _____ HAVAN AREA _____ KITCHEN _____

PLEASE CHECK NATURE OF EVENT:

WEDDING _____ MUNDAN _____ BIRTHDAY _____ GRADUATION _____ OTHER (EXPLAIN) _____

NUMBER OF GUEST EXPECTED: _____ NUMBER OF VEHICLES EXPECTED: _____

PLEASE CHECK IF MANDIR PRIEST SERVICES REQUIRED: YES _____ NO _____

GENERAL TERMS AND CONDITIONS TO USE THE HARI OM MANDIR FACILITIES

- Only members of the Hindu Society of Metropolitan Chicago (Hari Om Mandir) may use the facilities.
- No prasad, food or drinks will be served upstairs in the Mandir.
- Non-vegetarian products, alcoholic beverages, cigarettes & any other tobacco products are strictly prohibited on the Mandir premises.
- Sound level during the event will be controlled to avoid any local and neighborhood conflicts.
- The Hindu Society of Metropolitan Chicago (Hari Om Mandir), shall not be responsible for any personal losses, theft, damage & injury on the Mandir premises.
- All functions including weddings, will have to be concluded prior to midnight on weekends and by 10:00 PM on weekdays.
- Adhesive tapes, tacks or nails on the Mandir walls, doors & ceiling are not allowed for any kind of decoration.
- We reserve the right to revise the application any time during the year, however, it will not change after it has been signed by the member.

I agree to abide by the above terms and conditions: X-----

Date: _____ Name (Please print) _____

Phone #: _____ Title: _____

NOTE: This form is incomplete without a signature in Hall Rental and Rules Regulation Agreement.

Hindu Society of Metropolitan Chicago (Hari Om Mandir)

6 North 20 Medinah Road, P.O Box 433 Medinah, IL 60157

Hall Rental Rules and Regulations Effective January 1, 2008

1. The renter shall conform to all rules, regulations and customs established by HOM. The renter will also comply with all state and city laws, regulations, fire codes and other ordinances.
2. The renter/sponsor agrees to indemnify and to hold the Hindu Society of Metropolitan Chicago (Hari Om Mandir); all its Trustees, Officers, Members, and Employees harmless from and against any and all losses, damages, costs, expenses, liabilities, claims, demands, and causes of action of any nature whatsoever and from any expenses, including reasonable attorney's fees, for defense there from, and for injury to or death of person(s) or loss of and/or damage to property occurring in a manner directly or indirectly arising out of or in connection with the use of the Hindu Temple by the renter/sponsor and the guests of the renter/sponsor.
3. Except where incidental to the program, all other advertising, sale of merchandise, or distribution of printed material is prohibited. No solicitation of any kind is allowed.
4. Admission charges or collections are prohibited unless prior permission is specifically obtained. Such permission will normally be granted only when proceeds, after necessary expenses, will be used solely for religious, charitable, philanthropic, civic, or other non-commercial or non-personal purposes. The financial statements of receipts and expenditure may be required within seven days of the event.
5. The renter undertakes to enforce and preserve the sanctity of the Temple by preventing shoes and consumption of food in the prayer hall.
6. All decorations must be removed after the function. No items shall be attached to the building property, except masking tape to hang light decorative items to walls, or any modifications made to the building structure, equipment, or grounds. **Please do not use duct tape, Scotch tape, Staples or nails.** Any damage caused by this action will be charged to and paid for by the renter/sponsor as determined by the Hindu Society of Metropolitan Chicago (Hari Om Mandir).
7. The rental permission will not be granted to minors. An adult must be present for all activities involving the youth. The adult in charge of the activity will be present during the entire occupancy period. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance.
8. **Smoking , non-vegetarian food or alcoholic beverages will not be allowed in the temple complex. Kitchen may be used for warming the food and not for cooking or frying.**
9. Children must be kept under constant supervision of responsible adults.
10. All garbage must be bagged for disposal and disposed of in the garbage dumpster located outside of the kitchen area.
11. **No event shall be political in nature, immoral, or have a purpose contradictory to the objectives of the Temple.**
12. Reservations: in general, the Temple provides reservations on a first come first serve basis, **but it reserves the right to deny in the case of Temple related activities requiring the use of the facility.** In that case, the renter will be informed within 15 days after the reservation has been made. No reservations are considered confirmed and approved by the Temple or are binding to the Temple unless appropriate payments have been made to the Temple. Bounced check subject to NSF charges.

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13. **Rental fee:**

SUGGESTED DONATIONS FOR FIRST FIVE HOURS

WEDDING	\$1001
WEDDING MANDAP CHARGES	\$301
MUNDAN	\$501
BIRTHDAY	\$501
GRADUATION	\$501
BANQUET HALL	\$501
PRIEST SERVICES (Outside Temple)	\$101
PRIEST SERVICES (Inside Temple)	\$51
EACH ADDITIONAL HOUR	\$100
REFUNDABLE SECURITY DEPOSIT ***	\$200

(* REFUNDED 50% IF CANCELLATION NOTIFIED AT LEAST 30 DAYS PRIOR TO THE EVENT)**

ANNUAL FAMILY MEMBERSHIP	\$35
LIFETIME FAMILY MEMBERSHIP	\$501

(25% DISCOUNT TO THE LIFE MEMBERS)

14. Number of Changes/Alterations in Dates: Subject to availability. Only one change in the rental date is permitted if the change is requested 15 days prior to the date of rental. Any other changes are considered as new and are subject to the cancellation charges listed above and subject to the availability of the premises.
15. Furniture: Only Temple supplied furniture (ask the Asst. Priest/Manager) is to be used on the Temple premises. Furniture cannot be taken outside the Temple building for any purpose.
16. These rules and regulations may be revised at the discretion of the Hindu Society of Metropolitan Chicago (Hari Om Mandir) without giving any prior notice to the renters

17. **Refund of Security Deposit**

The above security deposit is a refundable deposit. However, the security deposit or a portion thereof may be retained by Hari Om Mandir for violation of any of the rules and regulations related to the use of the facility including the following reasons:

a.	Damage to building, equipment, property or excessive cleaning required.
b.	Coming in early or failure to leave the building at the time scheduled, including caterers or any part of your party. You may come one hour early only to do decorations.
c.	Use of rooms in the facility that have not been rented.
d.	Misrepresentation of the organization or the type of activity scheduled.
e.	Cancellation charges of the activity less than Thirty (30) days prior to the scheduled event which is 50%.
f.	Failure to remove all rental equipment from the facility by the end of scheduled rental time. (A. \$50.00 partial deposit penalty per day). Early delivery may constitute a charge as well.
g.	Use of equipment not contracted.
h.	Violation of contract rules and regulations.
i.	Failure to remove all articles from refrigerators and freezers and clean same (\$25.00 charge).
j.	Any decorations left hanging in the facility ceilings, walls, etc. (\$50.00 penalty).
k.	Any chairs, tables, etc. left on the floor without properly stacking them in the storage section of the facility ceilings, walls, etc. (\$50.00 penalty). All Tables need/chairs must be returned in clean condition.

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l.	Loss of any chairs/tables, microphones, cables, etc. provided by Hari Om Mandir.
m.	Loss or damage caused to any equipment.
n.	The cleaning charge paid above for general cleanup. The Patron is responsible for all cleaning including: placing all garbage in trash bags and taking the trash bags to the dumpster, taking down decorations, cleaning up spills from floors, counters, table tops, chairs, etc. Cleaning the kitchen area of all food and waste and removing all the pots and pans, and picking up litter outdoors and removing all your belongings from the building. All trash bags should be placed inside the dumpster.

In the event damage or loss exceeds the refundable deposit amount, Hari Om Mandir will provide Patron with a detailed billing which shall be paid within seven days after presentation of the bill. In the event patron fails to pay the bill within the said seven day period, Hari Om Mandir will, in its sole discretion, begin collection proceedings. Patron hereby agrees to pay all collection costs including reasonable attorney's fees incurred.

We have read the above rules and regulations and agree to abide by them. Signed by:

Renter's Signature & Date	
Date Requested for Use of the Facility/Temple	
Renter's Full Name/Name of Organization, if applicable	
Renter's Contact Numbers & Address	
Signature & Name of the Temple representative	
Temple Phone number	1-630-980-0900
Check Number, Date & Amount (\$)	