

RENTAL TERMS and CONDITIONS

Durga Temple
8400 Durga Place, Fairfax Station, VA 22039

15 December, 2014
<http://www.durgatemple.org>
Tel. No.: 703 690 9355

CULTURAL HALL/CLASSROOMS USE TERMS & CONDITIONS

1. Rental reservations can be made a maximum of **six** months in advance.
2. On Sundays, the use of the Cultural Hall and classrooms is designated for Education. If these facilities are available for rent for other use, they must be cleaned, restored to original configuration and vacated by **NO LATER than 3:00 PM**.
3. Unless special permission is granted, the hall rental must be vacated by 10:00 PM – Mon. thru Sat.
4. Rental charges include use of tables and chairs. Audio/Sound, Video systems are not available for use.
5. Set up and cleanup must be **completed within** the reserved time. Please be considerate to other users.
6. Chairs and tables etc. must be properly **folded and stacked** after use against the wall in the area outside the hall (between the two classrooms).
7. Trash must be removed from all areas of use including kitchen. It shall be deposited in the dumpster.
8. All decorations for the event shall be put up and removed at the end of the event by the user **without any damage** to the temple property (walls, ceilings, floor, windows etc.). No push pins or sticky tape is to be used.
9. No permanently anchored **fixtures will be removed** without permission of the management.
10. The guidelines by the Kitchen/Bhandara coordinator for kitchen use must be followed.
11. **Alcohol and/or non-vegetarian** food shall not be served in the hall or anywhere else on the temple premises/compound. **Use of onion and garlic** is prohibited in cooking.
12. The security deposit check will be returned only if hall/classrooms are left in good condition.
13. Stage is not to be used other than stage shows. No sticky tape/nails are to be used at the stage.
14. Durga Temple is **not responsible** for any item left in the temple after the event.

CANCELLATION

1. Should the temple need the hall or classroom for a temple sponsored event, a booked space may be cancelled by the temple management. **At least four months** in advance notice will be given and monies will be refunded.
2. Other reservation cancellations **must be made in writing**. Rental fee will be refunded as follows: 25% if 2 weeks notice or less; 50% with 2 and 4 weeks notice; 75% with 5 and 9 weeks notice; a full refund with 10 weeks notice. All security deposit will be refunded in case of cancellation.

DISCLAIMER

Lessee (person/group renting the hall and/or classrooms) understand and expressly agree that Durga Temple (Lessor) shall not be responsible or liable for any loss or damage to property or person or injury of any kind whatsoever or loss of life to lessee or any person associated or may become associated with lessee in any manner, directly or indirectly including but not limited to agent, employee, representative, any hired person or worker, volunteer, supporter in any capacity, helper, assistant, personal or business associate, partner, attendee, invitee, guest, family member and friend. Lessee assumes any kind and all responsibility for any loss or damage to property or offense or injury of any kind whatsoever, loss of life to anyone who visits Durga Temple premises or compound due to Lessee's renting or occupying the temple premises or compound.

Date of planned use _____ Name _____ Initials _____ Date _____