



**SOCIAL HALL RENTAL APPLICATION AND AGREEMENT**

Date: \_\_\_\_\_

Applicant's/Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Purpose for Renting: \_\_\_\_\_

Date Requested: (1<sup>st</sup> Choice) \_\_\_\_\_ (2<sup>nd</sup> Choice) \_\_\_\_\_

Time Requested: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Total Hours: \_\_\_\_\_

Use of Kitchen: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Cooking at Jain Temple Kitchen: \_\_\_\_\_ (Yes) \_\_\_\_\_ (NO)

If you are catering food, Caterer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Cleaning Crew Name(s)\* \_\_\_\_\_

\* JSGD requires that you hire minimum 2 cleaning persons throughout the entire function. JSGD will try and provide the 2 persons; JSGD requires that you hire them only if they are available on the day and time of renting. If they are not available, then renter will have to hire services on their own.

**Rent (Non-Members)**

	<= 2 hours		<= 4 hours		<= 6 hours	
	With Kitchen	Without Kitchen	With Kitchen	Without Kitchen	With Kitchen	Without Kitchen
<b>Deposit to hold the date and time Slot</b>	\$200	\$100	\$400	\$200	\$600	\$300
<b>Total Rental Fees</b>	\$501	\$351	\$901	\$651	\$1,200	\$1,001
<b>Security Deposit</b>	\$500	\$500	\$750	\$750	\$1,000	\$1,000

Please make check payable to the JSGD or Jain Society of Greater Detroit. **Please note that full Payment to be made one month prior to the event.**

**Agreement**

I, the undersigned, on behalf of myself (individual applicant)/the above named organization, do hereby agree to indemnify and hold harmless the Jain Society of Greater Detroit and any of their officers, employees, or members from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility. Said individual applicant/organization will accept all responsibility for any damage to the premises, furniture, equipment, or ground resulting from use of the facility. I also agree that the JSGD has full right to cancel the reservation of the Social Hall. My deposit does not constitute any guarantees from JSGD. I, the undersigned, further agree that I have read the above statements, and the Jain Society Social Hall Rental Rules and Regulations, understand them fully, and agree to abide by them in total.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**JSGD Contact:** Sunitha Jain (248)-790-3432 or [sunitha.jsgd@gmail.com](mailto:sunitha.jsgd@gmail.com)  
 Kamlesh Shah (248)-595-2249 or [kamleshjsgd@gmail.com](mailto:kamleshjsgd@gmail.com)

## **A) General Rules and Regulation:**

1. This policy is effective starting January 1<sup>st</sup>, 2019 and overrides any and all other previous renting policies.
2. This policy applies to the renting of the hall in the basement of The Jain Society of Greater Detroit, Inc. (“JSGD”) Temple premises (“**Social Hall**”) located at the above address.
3. Only the JSGD members (individual or a family) can rent the Social Hall (with the exception of point# 4 below) for their personal needs. Renting for someone else is not allowed. Non-members cannot rent the Social Hall. Renting does **NOT** include the upstairs prayer hall and it cannot be used for any purpose other than prayer or Puja.
4. Renting may be allowed to certain organizations (not individuals) which are not JSGD Members or part of JSGD at sole discretion of JSGD Executive Committee (“**EC**”) as long as it is **NOT** a commercial event.
5. The renter will comply with all State and City laws, regulations, fire codes and all other ordinances.
6. The renter agrees to indemnify and to hold The Jain Society of Greater Detroit, Inc. (JSGD), all 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 Jain Temple by the renter and the guests of the renter.
7. 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.
8. No events shall be political in nature, immoral, or have a purpose contradictory to the objectives of the JSGD and against Jainism principles and philosophy.
9. Admission charges or collections are prohibited unless prior written 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.
10. 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. The Renter adult is also responsible to report any incidental damage or accident to respective authority or "Executive Committee".
11. The renter undertakes to enforce and preserve the sanctity of the JSGD by preventing shoes and consumption of food in the upstairs prayer hall. Also, renter must adhere to attire policy (no black clothes or shorts in Prayer hall)
12. Renters must agree to have a custodian present at all times during the event. The custodian’s responsibility will be to make sure that Hall Rental Rules and Guidelines are followed and the facility is not being misused. If custodian brings any violation to the policy to the renter’s attention, the renter should correct that immediately to the custodian’s satisfaction. The custodian’s decision will be final in this matter and has the right to ask the renter to leave the facility, if the violations are not corrected immediately. The renter will be responsible for custodian fees.
13. The JSGD may revise these Terms and Conditions at its discretion without any prior notice to the renter.
14. Renter is requested to procure own supplies. Supplies lying within Kitchen/Storage and serving areas are temple properties and it is expected to respect that it is not for personal use.
15. All the lights/Electrical equipment and Electric using devices (except emergency lights) needs to turned off after the use. If it is left on overnight, there will be a fine of \$100/ for misuse of facility. Any damage to be recovered from the ‘Renter’.
16. If the renter feels the need of any type of security services, it is renter's responsibility to procure the same and JSGD will not take responsibility for theft and or damages to anyone's personal items or assets. As good faith, JSGD will retain found items for Maximum one week after renting date.

## **B) Rules and Restrictions for Food**

1. Alcohol, smoking, or narcotics are NOT allowed on the JSGD premises.
2. Non-Vegetarian food cannot be cooked, consumed, or served on the JSGD premises.
3. Root vegetables (Potatoes, Onion, Garlic, Carrots, Eggplant, green Ginger, Radish, etc) cannot be cooked, consumed or used as ingredients in the food served on the JSGD premises.
4. Any food item containing eggs (Cakes, Cookies, Ice-creams, etc) cannot be served on the JSGD premises.
5. Only Jain vegetarian foods can be prepared and/or served on the JSGD premises. On Tithi days (Pancham (Sud), Atham(Sud/Vad), Chaudas(Sud/vad)) Green Vegetables can't be used or consumed.
6. No food to be served after sunset time. Events to be planned accordingly in the temple.

## **C) Rules for the Use of Facility**

1. FURNITURE: JSGD will provide the furniture – chairs and tables. It is renter's responsibility to set up and take down the furniture. It is to be used on the premises only. JSGD furniture cannot be taken out of the temple building.
2. The rental of the premises does not include the JSGD sound system, curtains and projector screen. The renter shall make his/her own arrangement for above equipment.
3. All decorations must be removed after the function. No items shall be attached to the building property (except hanging few **light** decorative items on the walls using only the masking tape), or any modifications made to the building structure, equipment, or grounds. Any damage caused by this action will be charged to and paid for by the renter as determined by the JSGD Executive Committee.
4. If the renter would like to do some decorations the previous evening/night, prior written permission from JSGD EC is to be taken. Also, if there is some other event going on, the previous night, renter cannot disrupt the same in order to perform decoration for their event, even if they have written permission from JSGD EC.
5. Social Hall cannot be rented overnight.
6. The Society premises must be vacated by the time specified in this agreement.
7. PARKING SPACE: The JSGD cannot guarantee parking spaces for those days when the renter's event coincides with JSGD activity. The JSGD may consider providing some parking spaces at its option for special occasions.
8. If more than 200 guests are expected at an event, the renter must agree to have a security officer to attend the parking lot and other security matters. The renter will be responsible for security officer fees.
9. Renters must make sure that their guests do not park in the fire lanes. THIS IS A VIOLATION OF CITY OF FARMINGTON HILLS LAW. All violators will be ticketed and towed away at their own expense. JSGD is not responsible for such expenses. Any related expense to the temple will be renter's responsibility.

## **D) Rules for Cleaning**

1. Cleaning crew: JSGD requires that you hire minimum 2 cleaning persons throughout the entire function for event more than 3 hours. JSGD will try and provide the cleaning persons; JSGD requires that you hire them only if they are available on the day and time of renting. Renter will be solely responsible for any payment obligations to cleaning person(s). If they are not available, then renter will have to hire services on their own. When the Hall is turned in, JSGD EC will ensure that the hall and kitchen area are returned in clean condition. If needed, the area will be cleaned all over again using professional services and the charges will be deducted from the Security deposit. Cleaning has to be completed before turning the keys in. Once the keys are turned in, renter will not get the keys back for completing the unfinished cleaning job
2. All garbage must be bagged for disposal and disposed of in the garbage dumpster located outside of the kitchen area; otherwise, additional cleaning charges may apply.

- The renter shall return the premises to the JSGD in the same clean condition as it was rented. The renter is responsible for making sure that the facility (Hall, Kitchen, Stage, Furniture, upstairs and downstairs Restrooms, etc...) is in clean condition after their event. If the JSGD's premises are returned unclean or there is damage to the premises and/or furniture, as determined by JSGD EC/BOT officials, then the Security deposit will be used for cleaning and/or repairing the JSGD's premises and/or furniture using professional services. If the damage or uncompleted cleaning work is more than the Security deposit, then the renter agrees to pay for the damages or related charges within one week after the date the Social hall was rented.

## **E) Rental Rates**

- RENTAL FEE AND DEPOSIT: The rental fee and deposit will be based on following table**

	<= 2 hours		<= 4 hours		<= 6hours	
	With Kitchen	Without Kitchen	With Kitchen	Without Kitchen	With Kitchen	Without Kitchen
<b>Deposit to hold the date and time Slot</b>	\$200	\$100	\$400	\$200	\$600	\$300
<b>Total Rental Fees</b>	\$501	\$351	\$901	\$651	\$1,200	\$1,001
<b>Security Deposit</b>	\$500	\$500	\$750	\$750	\$1,000	\$1,000
<b>Parking Only</b>	\$100 per hour					
<b>Social Hall (Use by member/non-members and group)</b>	\$50 per hour with \$100 Security deposit					

The Social hall can be rented in above slots only. A **non-refundable deposit as stated above** is required at the time of filing the application in order to reserve the date and time slot. If the renter, does rent the hall, then the non-refundable deposit will be used towards the rent. In addition, a **refundable Security Deposit as stated above** is due along with the rent, at least one month prior to the event date. The Security deposit is required to cover the damages to the premises by the renter or his guests on the event date, if any.

- RESERVATIONS:** JSGD functions requiring the use of the Social Hall will always take precedence over any other function. Reserving the Social Hall, does not guarantee that the premises will be available on the event date. In general, the JSGD provides reservations on first-come first-served basis, but it reserves the right to cancel the reserved event in case of Temple related activities requiring the use of the facility on the event date. The JSGD will inform the renter **30 days prior** to the event about the CANCELLATION. In this case the JSGD will return the non refundable deposit to the renter.
- CANCELLATION CHARGES:**

	<b>1-15 days prior to the event</b>	<b>More than 15 days prior to the event</b>
Deposit to hold date and time-slot	No Refund	No Refund
Rent	No Refund	Full Refund
Security Deposit	Full refund	Full Refund

## **F) RENTAL RULES FOR MEMBERS (SPONSORED PUJA AND OTHER EVENTS**

In the event, when a member wants to hold a sponsored puja OR rent Social hall for any other purpose with or without swamivatsalya, the following rules apply:

- Sponsored puja is defined as puja that is sponsored by an individual(s)/ family / families that include puja and may also include swamivatsalya. Any other activity is not considered part of the puja.
- If the invitations for the sponsored puja are only for private guests, then the puja is treated as a Private Puja. If the sponsor wants to use the Social Hall for the private puja and/or for Swamivatsalya, then all the rules regarding the rental of the Social Hall also applies (see the rules and regulation of renting the hall).

- 3 If the invitations for the sponsored puja are for all the members of the JSGD, then the puja is treated as a Society's Puja. In that case, the invitation should be extended to **all the members** of the JSGD society with a sufficient notice (usually 30 days or more). No rent will be charged for the Society's puja. However, a refundable Security Deposit of **\$1000** will be needed to make sure that the social Hall including the kitchen area is returned in a clean condition. If not, JSGD EC will get the area professionally cleaned and the Security deposit will be utilized towards the cleaning expense.
- 4 Members can also rent social hall for any other event provided the Rules mentioned in these policies applicable under Social Hall Rules and regulations are followed.
- 5 If the sponsor plans to have a Swamivatsalya, it should be announced at least 7 days prior to the puja date. If the swamivatsalya, is planned less than 7 days prior to the puja date, then it may be treated as a Private Puja and all the Hall renting rules apply.
- 6 The announcement for Society's puja should be published in Jain Vani, circulated via e-mail and/or posted on Society's web site in advance.
- 7 All the related expenses for sponsored puja, such as food, cleaning and other misc. exp. will be paid by the sponsor.
- 8 These rules are to be followed along with the general renting guidelines for the Social Hall.
- 9 Following are the charges for performing private pujas or renting the puja material:

No	Description of Puja Sponsorship	Donation (Nakaro) \$	Comments
1	Daily Snatra Puja with help of Pujari	51.00	This can be worked out using the help of Pujari
2	To Take Puja Samagri (material) and Samavsaran (Samosaran) at home for Private. Puja, on their own.	75.00	This can be worked out using the help of Pujari
3	To be one of the Puja sponsors in Society organized Puja at the temple.	151.00	Here the sponsor will have the opportunity of performing Aarti, Divo and Shanti Kalash
4	To invite Puja group for performing Private. Puja at home (private residence)	251.00	Here the sponsor will have the opportunity of performing Aarti, Divo and Shanti Kalash
5	To have a private Puja at the temple with help of Puja group	351.00	Here the sponsor will have the opportunity of performing Aarti, Divo and Shanti Kalash
6.	To Rent the property for any other purpose not specified above	\$50 per hour	Members must strictly follow the guidelines stated in Rules and Regulations provided in this policy

For any further questions, please contact JSGD EC - Vice President, Sunitha Jain at (248)635-0535 or by e-mail at [shashinbshah@gmail.com](mailto:shashinbshah@gmail.com).

### **G) RENTAL RULES FOR "Prarthna Sabha"**

In the event, when a member wants to hold a Prayer Session, the following rules apply:

- 1 Only Immediate family member of deceased can rent the hall for prayer. There are no Charges to the member. One should be a member of the society in order to hold prayer session.
- 2 It is up to the Immediate family member to decide about usage of collected donation.
- 3 Immediate Member, who is requesting the prayer session, is considered renter and still required to meet the rules and regulation for Hall Rental Policy.
- 4 Renting may be allowed to certain outside members and family which are not JSGD Members or part of JSGD at sole discretion of JSGD Executive Committee ("EC") as long as they abide by the Society rules. For clarification rental will be charged based on rates specified in E above

I, the undersigned, have read the above stated rules and regulations, understand them fully, have received a copy of them, and agree to abide by them in total.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Member (Yes/No) \_\_\_\_\_

Date(s) of Rental: \_\_\_\_\_ # of time slots: \_\_\_\_\_

Deposit to hold the date and time-slot: \_\_\_\_\_

Total Rental Fee: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Application received by: Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date application received: \_\_\_\_\_

Check Details: \_\_\_\_\_