



**SOCIAL HALL RENTAL APPLICATION AND AGREEMENT**

Name / Organization: \_\_\_\_\_ Member (Yes/No) \_\_\_\_\_

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

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

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

Renting: Social Hall \_\_\_\_\_, Kitchen \_\_\_\_\_, Stage \_\_\_\_\_

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 catering food, Caterer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

It is the renters responsibility to clean the temple premises after use.

Please make check payable to the JSJD or Jain Society of Greater Detroit. **Payments are due at the time of reservation.**

**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 JSJD has full right to cancel the reservation of the Social Hall. My deposit does not constitute any guarantees from JSJD. 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:**

Vice President, Sunitha Jain (248)790-3432 e-mail [vicepresident@jsgd.org](mailto:vicepresident@jsgd.org)  
 Director Facilities, Parth Shah (734)858-0016 e-mail [maintenance@jsgd.org](mailto:maintenance@jsgd.org)

**FOR OFFICE USE ONLY**

Approved: Yes/No \_\_\_\_\_

Security Deposit received: **\$500.00** \_\_\_\_\_ Total Rental Fee: \_\_\_\_\_

EC Member's name: \_\_\_\_\_

**TABLE FOR RENTAL CHARGES:**

No	Description of Activity	Amount (\$) for Members	Amount (\$) for Non-Members	Comments
1	Daily Snatra Puja with help of Pujari	\$51	NA	This can be worked out using the help of Pujari
2	To take Puja Samagri (material) and Samavsaran (Samosaran) home.	\$75	NA	This can be worked out using the help of Pujari
3	Sponsoring JSGD organized Puja at the temple.	\$151	NA	Sponsor/s will have the opportunity to perform Aarti, Divo, Shanti Kalash
4	To invite Puja group for performing Private Puja at home (private residence)	\$251	NA	Sponsor will have the opportunity to perform Aarti, Divo, Shanti Kalash
5	To have a private Puja at the temple with help of Puja/Bhakti group	351	NA	Sponsor will have the opportunity to perform Aarti, Divo, Shanti Kalash
6	Private Puja with Puja/Bhakti group and renting Social Hall (with kitchen & stage) with invitation to JSGD members	\$151-Puja/Bhakti Plus \$50/hour (minimum 4 hours)	NA	Hall Rental is free as invitation is extended to the JSGD members. The \$50/hr charge is for misc. expenses
7	Only Social Hall (with kitchen & stage) with invitation to JSGD members	\$50/hour (minimum 4 hours)	NA	Hall Rental is free as invitation is extended to the JSGD members. The \$50/hr charge is for misc. expenses
8	Only Social Hall (with kitchen & stage) for private event	\$500 (minimum 4 hours) (\$100/hr for additional hrs)	\$800 (minimum 4 hours) (additional \$100/hr)	These charges are for private events
9	Only Social Hall (without kitchen & stage) for private event	\$350 for 4 hours (\$50/hr for additional hours)	\$550 for 4 hours (\$75/hr for additional hours)	These charges are for private events
10	Shradhanjali Prayers	Free	\$351	
11	Stage Only	\$25 / Hour	NA	

<p><b>JSGD Contact:</b> Vice President, Sunitha Jain (248)790-3432 e-mail <a href="mailto:sunitha.jsgd@gmail.com">sunitha.jsgd@gmail.com</a> Director Facilities, Parth Shah (734)858-0016 e-mail <a href="mailto:maintenance@jsgd.org">maintenance@jsgd.org</a></p>
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## **SOCIAL HALL RENTAL RULES AND REGULATIONS**

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

1. This policy applies to rental of JSGD premises.
2. Rental approval is per discretion of JSGD Executive Committee (“EC”).
3. No event shall be political in nature, immoral, or have a purpose contradictory to the objectives of the JSGD and against Jainism principles and philosophy.
4. The renter will comply with all State and City laws, regulations, fire codes and all other ordinances.
5. 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.
6. 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.
7. Admission charges or collections require prior “EC” approval. 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.
8. 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".
9. The renter undertakes to enforce and preserve the sanctity of the JSGD by following appropriate dress codes. Also, food and shoes are not allowed in the prayer hall.
10. The JSGD may revise these Terms and Conditions at its discretion without any prior notice to the renter.
11. Renter is requested to procure own supplies. Supplies lying within Kitchen/Storage and serving areas are temple properties and are not for personal use.
12. All the lights/Electrical equipment and Electric using devices (except emergency lights) needs to be turned off after the use. If they are left on overnight, there will be a fine of \$100/ for misuse of facility. Any damage to be recovered from the ‘Renter’.
13. JSGD is not responsible 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. If the renter feels the need of any type of security services, it is renter's responsibility to procure.

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

1. Alcohol, smoking, or use of prohibited substances 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 should be served after sunset or 5pm, whichever is earlier. Events to be planned accordingly in the temple.

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

1. FURNITURE: JSGD can provide the furniture – chairs and tables upon request. 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. All decorations must be removed after the function. Any damage caused by this action will be charged to and paid for by the renter as determined by the JSGD Executive Committee.
3. If the renter would like to do some decorations the previous evening/night, prior written permission from JSGD EC is to be taken. If there is another event going on in the temple the night before, renter cannot disrupt the event to perform decoration, even if they have written permission from JSGD EC.
4. Social Hall cannot be rented overnight.
5. The Society premises must be vacated by the time specified in this agreement.
6. FACILITY: The JSGD cannot guarantee facility rental when the renter's event coincides with JSGD activity. "EC" will confirm availability upon request.
7. If more than 200 guests are expected at an event, the renter is recommended to have a security officer to ensure safety and security of the members. The renter will be responsible for security officer fees.
8. Renters must make sure that the 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 the owner/renter's expense. JSGD is not responsible for such expenses. Any related expense to the temple will be renter's responsibility.

## **D) Rules for Cleaning**

1. The renter shall return the premises to the JSGD in the condition it was rented. The renter is responsible for making sure that the facility (Hall, Kitchen, Stage, Furniture, upstairs and downstairs Restrooms, etc...) is cleaned 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.
2. All garbage must be bagged for disposal and disposed off in the garbage dumpster located outside of the kitchen area; else, additional cleaning charges may apply.

**E) Rental Rates:** (Please refer to the table)

1. **DEPOSITS:** A security deposit of \$500 is required at the time of filing the application to reserve the date and time slot.
2. **RESERVATIONS:** JSGD functions requiring the use of the Social Hall will always take precedence over any other function. In general, the JSGD provides reservations on first-come first-serve basis, but it reserves the right to cancel in case of Temple related activities. In this case, JSGD will return the \$500 security deposit to the renter.
3. **CANCELLATION CHARGES:** If JSGD cancels the reservation, it will refund the security deposit to the renter. If the renter cancels the reservation, the security deposit may not be refunded based on “EC” discretion.

**F) RULES FOR PRIVATE PUJA OR SPONSORING PUJA ORGANISED BY JSGD:**

In the event, when a member wants to hold a private puja or sponsor puja by JSGD, with or without swamivatsalya, the following rules apply:

- 1 Private puja is defined as puja that is sponsored by an individual(s)/ family / families that include puja and may also include swamivatsalya. For a private puja, the individual(s)/family/families can send out the invitation to private guests only or also to the society members, with sufficient notice, usually 30 days or more. EC will help in extending the invitation to the society. Please refer the Table for Rental Charges.
- 2 Sponsored puja is defined as sponsoring a puja organized by JSGD. Invitation is sent out by EC to the society members, with sufficient notice usually 30 days or more. Invitation to the private guests by the sponsors are not permitted. Please refer the Table for Rental Charges.
- 3 If the sponsor wants to use the Social Hall for the private puja and/or for Swamivatsalya, then all the rules of rental policy apply (see the rules and regulation of renting the hall).
- 4 All the expenses related to a private puja, such as food, cleaning and other misc. expenses are to be paid by the sponsor.
- 5 These rules are to be followed along with the general renting guidelines.

**G) RENTAL RULES FOR “Prarthna Sabha for Shraddhanjali Prayer”**

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

Only Immediate family member of deceased can rent the hall for prayer.

It is up to the Immediate family member to decide about usage of collected donation.

Immediate Member/Non Member, who is requesting the prayer session, is considered renter and still required to meet the rules and regulation for Hall Rental Policy. For rates, please refer the Table for rental charges.