



AUSTIN HINDU TEMPLE AND COMMUNITY CENTER

(512) 927-0000

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Email: Info@AustinHinduTemple.org www.AustinHinduTemple.org

Facility Rental Policy

AHTCC has a Function Hall (MPRH) with a stage, trailers and Havan Area to accommodate religious functions or social gatherings that are small to medium scale. The Temple often receives requests from several individuals and/or groups to rent the facilities for events like Poojas, Bhajans, Religious classes, Discourses, Concerts, Mini Dramas/Skits, Music/Dance/Literary events, Birth Day celebrations, Marriage, Thread Ceremony, Seemantham, etc.

The MPRH can seat 250 guests. For more than 250 guests, an email may be sent to info@austinhindutemple.org with contact info. AHTCC representative will contact in person to discuss the details.

The facility including the dining area can be rented to the interested parties as per the guidelines mentioned below.

Reservation:

- The Hall can be reserved 12 months in advance with the specified security Deposit.
- The Hall can be reserved either by email or contacting the front desk at 512-927-0000 or filling an online rental requisition form.
- All email requests to be sent to info@austinhindutemple.org with a subject line "Facility Rental".
- The request should provide all the following details:
 - ❖ Facility Requested (MPRH / Dining Hall / Ganesh Temple (Weddings only) / Trailer / Havan Area)
 - ❖ Date and time of the event
 - ❖ Name of the event
 - ❖ List of Artists, if applicable
 - ❖ Is it a ticketed event or free event?
 - ❖ AHT's Sound System required?
 - ❖ Is Dining Area usage required?
 - ❖ Are Food / Catering Required?
 - ❖ Is Priest service requested for the event?
 - ❖ Will food be served in the MPRH? (There will be additional charge for this due to additional cleaning)

- ❖ Contact Info
 - Contact Person's Name
 - Phone
 - Email
- ❖ Address (for mailing the security deposit check)
- The Temple Management Committee (EC) reviews the request and advises the decision at the earliest.
- The Temple Management Committee (EC) has all rights to accept or reject any request and filter the requests, if needed.
- The Temple Management Committee's (EC) decision is final.

Facility:

- Rental usage is limited to the Facility rented.
- The facility reservation does not include priest services. A separate request has to be made for a priest service, where needed.
- Only AHT priests or AHT approved priests are allowed to perform any puja/function in AHT premises.
- Use facility at your own risk, AHTCC is not liable for injuries.
- No open flames allowed in the Hall. All sorts of candles / diya must be enclosed in lantern type holders.
- All organizations and individuals should follow AHTCC Rules and Regulations, which are available below for ready reference.
- The Function Hall is part of AHTCC, so music, dance and other social & cultural and/or private activities that include inappropriate and obscene literature and movements are discouraged. The sum of these activities should not be against Austin Hindu Temple principles and beliefs. .
- Adult supervision of children is required for the entire rental period.
- AHTCC have few tables & chairs which are (if available) free to use. Please check with Office Manager regarding the availability.
- AHTCC events will supersede other usage. AHTCC tries to minimize such cases though.
- AHTCC Management has the right to change the rental policies and suggested donations anytime. Contracts already signed in place do not get affected.

Marketing:

- The event is not advertised through AHT newsletter, but a flyer can be placed on the AHTCC notice board.
- Mounting putty is the only approved method to be used to affix decorations. Tacks, nails, staples, cellophane tape, duct tape or other fastening methods are NOT permitted.
- Renters shall NOT advertise or announce an event held at AHTCC facility that would suggest that the event is endorsed or sponsored by AHTCC.
- AHTCC has the RIGHT TO DENY the use of its facilities if the proposed event is not in the best interest of AHTCC and the community, in general.

Audio:

- The MPRH comes with an audio system for an additional charge subject to availability of qualified operator. Only temple nominated persons are allowed to operate the audio system. At least two weeks' notice is required to have a qualified person available for operating the audio system, but there is no guarantee to have one on a given day.
- No amplified sound (inside or outside the building) is allowed without prior approval. The volume within the rented space must be controlled so as not to disturb other users of the facility.

Food:

- Renters are not permitted to cook at AHTCC premises.
- AHTCC has its own kitchen. AHTCC encourages engaging AHTCC kitchen for food needs. However, the renter has the option of bringing their own food from outside.
- For food/catering needs, more details can be obtained from the Office Manager at the Front desk or Kitchen Committee by sending an email to ahtkitchen@austinhindutemple.org or info@austinhindutemple.org.
- For allowable food and drinks, read the Temple Rules & Regulations below.
- Dining is permitted in the designated area only.

Setup/Clean up:

- The external organization is responsible for pre and post event activities such as setting up stage, chairs, sound system, etc., as well as cleaning up after the event. This will be done under the supervision of the designated Temple Management Committee (EC) member.
- It is the responsibility of the renter to keep the place clean. For soiled carpet or any damage, repair costs are subject to be applicable.
- All facilities must be left clean and ready for the next user. If staff time or other expenses are incurred to clean the facilities, the AHTCC will deduct a corresponding amount from security deposit.
- All trash must be disposed of in the dumpster located in the backside of MPRH.
- Setup and Clean up times are part of the total rental time.
- For Wedding events, 2 hours Setup or Take Down time will be allowed. For more time, the Office Manager should be contacted.
- Any amount of time, beyond the scheduled time, will be charged @\$150 per hour.

Cancellation:

- An event can be cancelled without any charges if the event is 90 days away or more. 50% of the rental fee will be deducted for 60-89 days notice and the full Rental Fee will be lost for 30-59 days notice.
- In the event of acts of “mother nature” or some other unforeseen circumstance, every reasonable effort that can be made, will be made, to accommodate scheduled events. Use of the facilities can only be guaranteed to the extent that circumstances remain in the control of the AHT volunteers. Reasonable efforts will be made to deal with any extreme circumstance by the AHTCC management to the best interest of all parties.
- For cancellation policy of Trailer / Havan Area / Dining Hall, the Office Manager needs to be contacted.
- AHTCC management should approve any exceptions to this policy in advance.

Temple Rules & Regulations:

- Shoes should be removed and kept in the shoe racks before entering into the Facility.
- Food and Drinks are not allowed in the Facility unless otherwise approved by the Temple Management Committee (EC).
- No weapons, firearms or explosives are permitted in or on AHTCC property, in accordance with state law.
- Any form of gambling is prohibited.
- No animals are allowed in the AHTCC premises.
- Only Vegetarian food is allowed on the AHTCC premises.
- Seafood, fish, poultry and meat are not allowed on the AHTCC premises.
- Onion and garlic are not allowed in the “prashad” offered to the God.
- No garbage or diapers or dirty items left behind.
- Smoking and Alcohol consumption is prohibited anywhere on the AHTCC premises.

- Fundraising for any other private event is not allowed unless otherwise approved by the Temple Management Committee (EC).

Suggested Donations:

- A Security deposit and the suggested donation, as applicable, required to be paid at least 90 days before the event or at the time of booking by cash or check or credit card.
- All checks should be drawn in favor of AHT.
- The security deposit is mailed back to the organization in the form of a check within two weeks from the date of the event.
- The suggested donation does not include priest's service fee and "dakshina" to priests, if applicable.
- Non-Profit organizations will be given 25% discount in Facility rental rates.
- Local schools for dance and music will be permitted to have one event of 3 hours @201 once in a calendar year to promote the local cultural talent. For additional hours, they need to follow the suggested donations per the chart below.
- AHTCC Trustees will be given 50% discount for their family events in Facility rental rates.
- AHT President/Executive Committee has all rights to decide the Facility rental rates as appropriate for special events.