

# Facility Space Use Agreement

## Aum Spiritual Center, Hemet, California Non-Profit Organization

Aum Spiritual Center, 158 S. Buena Vista Ave. Hemet, CA 92543

Phone: 951-389-0854, Email: [contact@aumspiritualcenter.com](mailto:contact@aumspiritualcenter.com), [tax exempt Id-82-0927288](http://tax.exempt.id-82-0927288)

Aum Spiritual Center is happy to rent out space to community for religious, cultural, and social events. We strongly encourage letting our volunteers conduct the ceremony/rituals that you plan to celebrate here in the traditional Vedic way. Please contact us should you need any assistance in planning and organizing your event.

Following are the suggested rental donation deposit charges for the facility used. Please indicate how you plan to use the space. Please note that these are only suggested charges covering bare minimum expenses, and we would encourage making additional contribution to take care of the running expenses of the center. This is your place and we request you to help us keep it running.

### Suggested Donation Deposit (4 Hours)

<input type="checkbox"/>	Main Temple Hall or any other area (4 Hours)	\$501
<input type="checkbox"/>	Using Kitchen for cooking food	\$101
<input type="checkbox"/>	Using Kitchen for warming up food	\$51
<input type="checkbox"/>	Using Audio/Video System	\$51
	Security Deposit [This amount will be forfeited if damage to any part of the property including unrented areas is found, also includes cleaning Charges if not done]	\$250
	<b>Total amount to send with this form</b>	\$ _____

**Note- For religious event min deposit required to book event will be \$101 with min security Deposit of \$50 and Aarti money will go to Aum Center.**

Make Deposit Donation check payable to: **Aum Spiritual Center**

Mail it to: **341 East Main Street, Suite 100, San Jacinto, CA 92583**

**Please read rules and guidelines related to facility rental on the next page. You must comply with these rules.**

**Disclaimer:** Any injuries incurred while using kitchen or other part of the facility will not be deemed to be the fault of Aum Spiritual Center or any of its staff members, volunteers, or board of trustees, I hereby release the said Aum Spiritual Center and all of its staff members, volunteers and board of trustees from any such liability.

I have read all the rules, and have understood this agreement.

Date of the Scheduled Event \_\_\_\_\_ Day \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Signatures (for renting party) \_\_\_\_\_ Date (contract signing) \_\_\_\_\_ Donation Deposit \$ \_\_\_\_\_

Print Your Full Name \_\_\_\_\_ Phone No \_\_\_\_\_ Email \_\_\_\_\_

Your Address \_\_\_\_\_ Organization Name (if Any) \_\_\_\_\_

Outside food caterer has food liability insurance and you have confirmed with them. Yes \_\_\_\_, your initial \_\_\_\_\_

Following rules need to be strictly adhered to by the parties while renting facility at Aum Spiritual Center for religious/social/cultural events.

**NOTE: ASC Office Use Only: Received this form on Date: \_\_\_\_\_ by: \_\_\_\_\_**

**Approval given Yes \_\_\_\_, No \_\_\_\_, Deposit Received Yes \_\_\_\_, No \_\_\_\_, Deposit by Check # \_\_\_\_\_ / Cash \_\_\_\_\_**

**Event mark in the ASC calendar Yes \_\_\_\_, Confirmed with Renting Party Yes \_\_\_\_, Date Confirmed \_\_\_\_\_**

# Facility Rental Guidelines

**Renting Party to Read & Keep this guideline to instruct your family and friend to follow on the day of the event at Aum Spiritual Center, Hemet**

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1. Cleanliness
  - a. Keep the place clean and tidy after the event is over. This includes kitchen, hall area, patio and any other place used by the group
  - b. Cleaning supplies and cleaning equipment's available at the facility may be used at additional charges
  - c. Collect all garbage in the trash bags and move them into trash containers. Trash containers need to be placed outside the facility in the trash area.
  - d. Vacuum the hallway and temple area if they were used
  - e. Fold all tables and chairs and stack them properly
2. Parking
  - a. Please ensure that all guests park their vehicles only in the designated parking area
  - b. Center will not be responsible for any damage and/or theft in the vehicles parked within the premise of the facility
  - c. In the event of illegal parking and the vehicle getting towed, responsibility will completely lie with the vehicle owner. No compensation will be claimed by the owner, nor reimbursed by the center
3. Food
  - a. Strictly vegetarian food to be catered or cooked at the facility. No exceptions!
  - b. Make sure your outside food caterer has food liability insurance. Confirm with caterer and mark your initial in the first page of this rental form
  - c. Use of tobacco, alcohol, drugs, and other illegal substances is strictly prohibited
  - d. All raw material and disposable utensils (plate/cup/bowl/spoon/napkins/garbage bags/table sheet) should be brought by the party. If temple supplies are used, you will be charged extra
4. P.A. System and other technical equipment's
  - a. Parties are allowed to use the P.A. system, microphones, speakers, Television, and DVD Player available at the facility at additional charge
  - b. After the event is over, the renting party will be responsible for making sure that all technical equipment's are checked for any damage and are fully functional. In case of damage, the party will be responsible for repairs and/or replacements
5. Rental Cost
  - a. We request and recommend donating generously for the functioning of the center. Suggested rental charges are on the first page of this document. Please note that these are only suggested charges, and we encourage you to make additional contribution. We ask to deposit a minimum of \$250 + use of other items in advance to confirm reservation for your event. Give rest of the donation on the day of the event.
  - b. Center has regular expenses in the form of mortgage, utilities, and other maintenance costs. We do depend on donations to cover these expenses. Your generous monetary contributions is highly recommended and appreciated