

HCCNA Community Hall Rental Policy

Effective March 1, 2014 HCCNA intends to enforce these set of rules uniformly and consistently to all individuals as well as organizations. Please note that periodic reviews of the policies and procedures are conducted by a committee appointed by the HCCNA Board of Trustees. This committee will review Community Hall Rental Policy periodically and make changes as required to ensure hall is useful to the community as well as HCCNA.

1. Hall Rental dues are as follows:

Monday through Thursday: \$250.00,

Friday, Saturday & Sunday: \$350.00 for rental not exceeding 5 hours.

For events exceeding 5 hours, the rent will be \$500.00.

2. Temple Audio-Visual Facility will not be available for Rent. You need to bring your own Sound System**.

3. You can also use the Community Hall on an hourly basis, and the rent will be \$100.00 per hour.

4. You can also use the Community Hall & Kitchen on an hourly basis, and the rent will be \$150.00 per hour.

5. You can use the Temple Kitchen alone for your private cooking, and the rent will be \$50.00 per hour. This is subject to availability. Kitchen will not be available for renting during scheduled temple activity requiring kitchen.

6. If you are performing a Private Puja and serve Prasad/food in the community hall, you will be charged \$175 in addition to the puja fee on Monday through Friday.

On Saturdays and Sundays, you will be charged \$275 in addition to puja fees.

7. You can rent Community Hall for conducting any private classes, @ \$50.00 per hour.

8. The Community Hall will be closed at 10.00 p.m. A fee of \$100.00 per hour will be assessed for additional time. The exception will be for those who have rented the hall for more than 5 hours. . This will be subject to permission from HCCNA President. Under no circumstances, the Community hall will be available after midnight.

9. An extra \$ 100.00 cleaning charges will be charged if the Community Hall is not left clean enough up to the satisfaction of the Management. Please make sure the Tables and Chairs are properly stacked after use. All rental arrangements must be approved by the HCCNA President before the use of the premise.

10. For renting the Community hall you will need to contact the current HCCNA President Mrs. Puspalakshmi Sahu at 256-874-1142 or drbcsahu@gmail.com or HCCNA Manager Mrs. Archana Dongre at arch.dongre@gmail.com.

11. Please note that the community hall will be rented strictly on a first come- first serve basis with advance rental check. All checks must be made payable to HCCNA. Please indicate "Hall rental" on the memo line. Rental plus appropriate deposits must be paid at the time of reserving the hall to guarantee availability.

12. The practice of voluntary donation for using the Community Hall will be discontinued immediately.

13. For all private Pujas and functions devotees are expected to supply their own supplies such as plates, napkins, spoons, cups, etc.

14. Before renting the Community Hall please read all the terms and conditions and fill out the information form.

15. There shall be no decorations on the wall as well as on the ceiling of the Community Hall under any circumstances.

16. Upstairs Prayer Hall must not be accessed by any individual including children when Temple remains closed.

** You may rent a portable sound system from the Temple Management. Please contact HCCNA President or Manager at the time of rental agreement.