



## **The Hindu Society of Minnesota**

(Non-Profit Tax-Exempt Organization)

10530 Troy Lane N, Maple Grove, MN 55311

Web site [www.hsmn.org](http://www.hsmn.org)

Phone No: 763-425-9449

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### **RULES AND REGULATIONS GOVERNING THE USE OF HSMN FACILITIES**

1. **RESERVATION:** Permission is required for use of all Hindu Society of Minnesota (HSMN) facilities. Applicants should have a copy of the HSMN agreement with them before the start of the event. All facilities shall be scheduled on a space available and first come first serve basis. All groups making use of HSMN facilities must abide by the HSMN general rules, regulations, and policies. The HSMN Facility Management may revoke permits where there has been a violation of these regulations.

Consuming of ALCOHOLIC beverages, or possession of harmful WEAPONS, CONTROLLED SUBSTANCES or ILLEGAL DRUGS are prohibited anywhere on the premises. SMOKING of any kind is strictly prohibited on the premises. Solicitation of any kind is not allowed on the property of HSMN.

**FOOD:** Only Vegetarian Food is allowed on the premises. Non-Vegetarian food of any kind, i.e., Meat, poultry, fish, eggs, etc., is prohibited. The kitchen may be used for warming various foods; Cooking is permitted in the kitchen with prior approval. Normally, eating is permitted only in the designated dining area.

2. Whenever a Priest is required, only the Temple Priest must be utilized. If the party wishes, a second priest of their choice, in addition to the temple priest, can be brought in for the function. If a party wishes to use the stage for marriage, it should consult with the temple priest before booking the hall.
3. **POSTERS and DECORATIONS** are allowed with prior approval in designated areas ONLY. Posters should be put on Bulletin Boards or on Easels and not on walls. All **DECORATIONS** must be flame-retardant. There shall be NO distribution of pamphlets or sale of any article for private monetary gain by an individual or organization using the facility unless specifically pre-approved by HSMN.
4. **GROUPS & ORGANIZATIONS** shall NOT advertise or announce an event held in the HSMN facilities in any manner that would suggest that the event is endorsed or sponsored by HSMN. HSMN has the **RIGHT TO DENY** the use of its facilities if the proposed event is not in the best interest of HSMN and the community in general. No persons shall engage in any disorderly conduct or participate in any game of chance not permitted by the laws in the State of Minnesota. Facilities may not be used by any organization, which has as one of its objectives the overthrow of the Government by force, or by other unlawful means, or by an individual group or Organization deemed subversive, as defined by the State of Minnesota. Parties are not allowed to sublet the place for booths or tables to vendors for sale of any items.
5. No group or persons will be admitted into the facility before the time set forth on the rental agreement. HSM is **NOT RESPONSIBLE** for accidents, injuries or loss or damage of personal or rented property.
6. **PARKING** or driving any motor vehicle in areas other than those designated is prohibited. Parking is not allowed on the street. **POLICE** (from Maple Grove) services if required, must be pre-arranged through HSMN and paid by the group organizing the event.
7. **CLEANING:** Groups using the HSMN Facilities are responsible for cleaning the facilities and pay for any damages caused to HSMN facilities. All garbage must be BAGGED and kept in the Dumpster OUTSIDE. The place must be vacuum cleaned/broomed before leaving. If facility is not returned in a clean, proper condition, or if there is any breakage or damage to furniture, equipment, or facility, costs will be deducted from the Deposit, and, if needed, the group will be required to pay any additional amounts as determined by HSMN
8. **DEPOSIT:** All groups must pay a \$400 deposit along with the rental fee with the application form. The deposit will be refunded except for the provisions specified in item 7. Failure to provide all information in detail or providing false information will result in denial of requested use of HSMN facilities. No

reservation is confirmed without paying the deposit. In case, the event is preponed or postponed, rules for cancellation policy apply.

9. FACILITY CHARGES: (Subject to revision without notice). **All events must end at 10PM. Use of facilities beyond that time will be charged at the rate of \$100/hour for members and \$120/hour for non-members.**

This agreement is not transferable to another party/organization.

(Timings 7:30 AM to 10:00 PM) <b>Name the facilities</b>	<b>Trustees &amp; members Associations/ Organizations</b>	<b>Non-Members</b>
1. Auditorium + Dining hall + Kitchen All day - maximum 12 hours Including audio system  Rental : (Up to 5 Hours occupancy)	\$1000 (M-TH) \$1200 (F-S)  \$400 (M-TH) \$600 (F-S)	\$1100 (M-TH) \$1400 (F-S)  \$500 (M-TH) \$700 (F-S)
2. Auditorium Only: Max 470 people All day - maximum 12 hours Including audio system Rental : (Up to 5 Hours occupancy)	\$700 (M-TH) \$800 (F-S)  \$300 (M-TH) \$400 (F-S)	\$800 (M-TH) \$900 (F-S)  \$400 (M-TH) \$500 (F-S)
3. Dining Hall + Kitchen Rental : (Up to 5 Hours occupancy)  Additional Rental (Beyond 5 Hours):	\$300 (M-TH) \$400 (F-S)  \$80 per Hour	\$400 (M-TH) \$500 (F-S)  \$100 per Hour
4. Round tables with plastic covers. 5. Round tables with china for 10 guests 6. Wedding mandap (see picture) 7. Paper Plates (Consult with Manager)	\$15 each \$ 35 each \$ 500 \$ 50	\$15 each \$ 35 each \$ 500 \$ 50
8. Room Rental Class Room Big Room Board Room	\$25 per hour \$35 per hour \$50 per hour	\$30 per hour \$40 per hour \$60 per hour
9. Cleaning charges (see rule #7)	Auditorium \$100 Auditorium, Dining & Kitchen \$150	Auditorium \$100 Auditorium, Dining & Kitchen \$150
<i>Rates subject to change without notice.</i>		

10. Cancellation Policy: Security Deposit will be forfeited if the reservation is canceled less than seven (7) days prior to the reserved date. Any exceptions will be at the discretion of the Temple Manager.
11. There will no solicitation of funds or donations at Temple unless authorized by HSMN and agreed to in writing from the Temple Manager.
12. External food catering must be from a Licensed Caterer. The License and Insurance documents must be submitted at the time of the application and must be approved by the Temple Manager prior to occupancy of the facility by the renting party.

**PLEASE NOTE:**

If an admission fee is collected or donations are solicited, the program is not treated as private and non-member rates apply.

Please Note that the auditorium, dining and kitchen are rented for AM and PM sessions as follows -- Morning session to close before 2:00 P.M. If any member wants to rent beyond 2:00pm, even within the 5 hour time limit per session, they have to pay all day rate. The hours allowed are for occupancy time and include (pre and post) event preparation/rehearsals/cleaning time. Occupancy for any part of an hour will be counted as one full hour for rental charges.

For Reservations and further Information, visit our website [www.hsmn.org](http://www.hsmn.org) or please contact the Temple Manager at (763-425-9449) AND email Temple Manager at [Manager@hsmn.org](mailto:Manager@hsmn.org)



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**HSMN Temple facility rental application**

The undersigned requests the use of Hindu Temple of Minnesota facility at 10530 Troy Lane North, Maple Grove, MN 55311, and understands the permit is not transferable to another party/organization.

Full name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Id: \_\_\_\_\_

HSMN Member  Yes  No

- Name the facilities requested:
- Auditorium + Dining hall + Kitchen
  - Auditorium only
  - Dining hall + Kitchen
  - Class rooms, Big Room, Board Room

Purpose: \_\_\_\_\_ Estimated attendance \_\_\_\_\_

Date required: \_\_\_\_\_ Specify admission charges if any:

\$ \_\_\_\_\_

Time: A.M. sessions \_\_\_\_\_  
P.M. Sessions \_\_\_\_\_  
All day \_\_\_\_\_

List all materials to enter in to the facility:

\_\_\_\_\_

Whenever a Priest is required, only the Temple Priest must be utilized. If the party wishes, a second priest of their choice, in addition to the temple priest, can be brought in for the function. If a party wishes to use the stage for marriage, consult with the temple priest before booking the hall.

**Payments:**

Rental charges: \$\_\_\_\_\_ Deposit Fee: \$\_\_\_\_\_

Total due (Rental and Deposit Fee): \$\_\_\_\_\_

Method of payment: Check No: \_\_\_\_\_ Credit card:

(Must receive payment at the time of booking) (Make checks payable to Hindu Society of Minnesota)

I have read Hindu Society of Minnesota temple facility rental application and agreement. I fully understand the rates and rules of this rental agreement and will comply with them. I take full responsibility of any damage accessed during the rental by me or my invited guests. I also understand that Hindu Society of Minnesota is not responsible or liable for any accidents, injuries or loss of personal property.

Signature: \_\_\_\_\_

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

For office use only: Approved by: \_\_\_\_\_

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