GUIDELINES FOR USAGE OF THE TEMPLE AUDITORIUM

SAFETY

- Mandir is not responsible for any injuries, lost or stolen items during the event. It is your sole responsibility to ensure the safety of the participants and the items.
- During the event, children are not allowed to run in or outside the auditorium. This is to ensure safety of the children.

COMMUNICATIONS AND RESERVATION

- Please inform the cultural coordinator about your event in advance.
- Fill out the online reservation form to reserve the auditorium for the day of the event, as well for any additional days you will need.
- The cultural committee recommends that you get proper training on how to handle the audio, video and lights usage in the auditorium

FOOD AND DRINK

- No food or drink is allowed in the auditorium
- If serving food, please contact the kitchen committee on specific needs for the kitchen and dining hall usage.

DECORATIONS AND DRESSING ROOMS

- You may use your own decorations and/or use any items from the Mandir storage. Contact the temple manager at manager@hindumandirmn.org
- Please do not use the following:
  - Push-pins in the auditorium or on any wall.
  - Confetti
- The auditorium has two green rooms on either side of the stage. For further requests or information on green rooms, contact the temple manager at manager@hindumandirmn.org
- Do not leave behind any decorations that do not belong to the temple. Mandir is not responsible for storing them.

AFTER EVENT CLEAN-UP

- After any event, all stage decorations must be taken down immediately.
- Stage, Green Rooms and any other rooms used must be cleaned up thoroughly. Please take special care to ensure all hair pins, safety pins etc are removed from the floors. All the lights must be turned off in the auditorium, the stage, and the green rooms after the event.

We appreciate your cooperation in adhering to the above guidelines. Please help us keep our temple clean and safe for a long time. May our Temple flourish!!