



Hindu Community Center of San Diego

www.hcc-sd.org

16315 Pomerado Rd, Poway, CA 92064

" Serving All – For the community by the community"
501C EIN 92-3827454

FACILITY RESERVATION

Name of the Client/Organization: _____

Contact Person: _____

Address : _____ City: _____ Zip _____

Home Phone: _____ Cell Phone: _____ Email Address: _____

Description of the activity: _____

Date Requested: _____ 2nd Option: _____

Number of participants attending the event: _____

Will you charge a fee to attend? : Yes / No

Start Time (includes set-up): _____ End Time (includes clean-up): _____

Applicant Signature: _____ Date _____

Facility Coordinator: Email preferred at mpr@hcc-sd.org; | Manager ph# (858)-549-3940

Facility Capacity:80;

Refundable Security Deposit: \$150.00

Facility	4 Hours	6 Hours	8 Hours
Monday-Friday	\$250	\$300	\$350
Saturday-Sunday	\$300	\$400	\$500

*(Except during weekly scheduled class hours)

Room Rental Inclusions: Tables , Chairs, Seating benches.

Hours of Operation:

	HCC	Facility
Monday – Thursday	9:00 a.m. – 9:00 p.m.	9:00 a.m. – 11:00 p.m.
Saturday - Sunday	9:00 a.m. – 9:00 p.m.	9:00 a.m. – 11:00 p.m.

Facility Lease Terms & Conditions:

1. Client must be 21 years of age or older to sign Facility facility rental agreement.
2. Contact person listed on permit must be on site the entire time facility is being used.
3. Rental Party shall not exceed room capacity limits
4. Alcohol Prohibited from the entire facility complex.
5. Smoking is not allowed in the entire facility complex.
6. Only Vegetarian food is allowed on the premises
7. No animals, excluding service animals, will be allowed in the facility.
8. Strictly no food inside the HCC. There is plenty of Outdoor seating area allowed for food setup. Ensure cleanup after your event.
9. The Facility Staff has the final say on all matters pertaining to rentals.
10. No flammable decorations will be allowed. The use of tape or the driving of nails, tacks, or other metal articles into the walls or otherwise defacing the property is prohibited.
11. Use of confetti, silly string and fog machines prohibited.
12. The Facility shall not be used for any unlawful or offensive purposes and all users must abide by local, state and federal laws.
13. There will be no extra time included in the rental for clean up. Guests should be cleared from the room and clean up completed by the "end time" stated on the facility request form. Failure to meet agreed upon end time could result in forfeiture of all deposits.
14. Rental clean up responsibilities include removing all items brought in for the event, clearing debris from tables and floors (i.e. all linens, paper products, spilled food and trash). Please take all trash out to the facility dumpster. Please fold and put away the tables and chairs. Failure to clean the room as outlined will result in forfeiture of deposit.
15. It is the responsibility of the Client to ensure that rental party and event spectators utilize the facility in a safe, appropriate manner. All HCC Guidelines must be followed.
16. The Renter client is ultimately responsible for the actions of guests and hired services (i.e. caterer and DJ). Any damages incurred will be deducted from the deposit.
17. No excessive noise or disturbances
18. The Facility Staff reserves the right to remove any person or persons considered to be disorderly.
19. Any organization or representative that is determined to have violated facility use policies or HCC regulations will jeopardize the organization's eligibility for future use.
20. Use of the Facility shall be restricted to the lessee and their invited guests. The Lessee shall not sublease or assign use of the premises.
21. No monies shall be collected on HCC property without prior approval from the HCC authorities. Including souvenirs & Admissions
22. ALL FEES MUST BE PAID 14 DAYS PRIOR TO THE EVENT. IF THE EVENT IS BOOKED WITHIN 14 DAYS, MUST BE PAID IN FULL AT THE TIME OF RESERVATION.
23. All religious functions have to include the HCC priests (additional charges will apply).
24. Deposit: Security deposit is required to secure the reservation. The deposit will be refunded 4-6 weeks following your event if all rules/regulations are followed.
25. The security deposit is in addition to all other rental fees. In the case of a cancellation, deposits will be refunded according to the following schedule:
- 26.

Cancellation Policy:

- 14 days or more notice prior to the event: 50% of the deposit is refunded.
- Within 14 days prior to the event: 0% of the deposit is refunded.

Client agrees to comply with all additional HCC laws, rules, ordinances, regulations and orders with respect to the use and occupancy thereof. Client, during the term of this permit, covenants and agrees to indemnify and hold harmless owner from each and every loss, cost, damage and expense arising out of an accident or other occurrence causing injury to or death of persons of damage to property due to the conditions of the lease premises or the use of neglect thereof by client. Client further agrees to provide, pay for and maintain public liability insurance with both owner and permittee names as the insured. Client agrees that it will pay for any unusual wear, tear, breakage or damage to facility occurring from the public or principals representing the client. Subsequent to use of the facility, maintenance staff will inspect the premises to determine that no unusual wear, tear, breakage or damage was done. Should an inspection reveal damages, client shall reimburse the lessor for full costs necessary to restore facility to its condition prior to its use by client.

HCC reserves the right to refund payments made in advance for rental of any facilities, should the HCC decide the performance is not in its best interest, and cancel the use of the facility on the date or dates specified in the permit. I read and agree with the terms of this Facility Rental Agreement.

Client: Signature: _____

Print: _____ Date: _____

Send the Filled out form and payment receipt to mpr@hcc-sd.org
<https://www.hcc-sd.org/facility-reservation>

Facilities and Cleanliness of HCC Premises

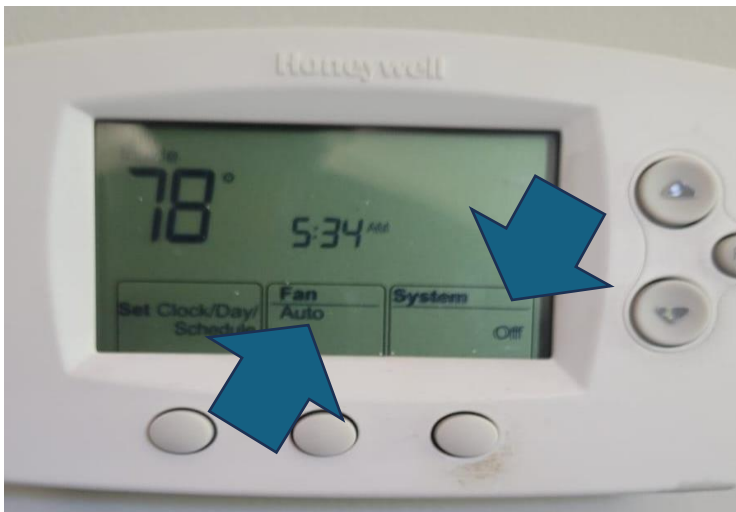
- a. Parking locations. Pictured below



- b. The furniture and all the setup needs to be returned to original (i.e as found before the start of the event). Picture attached below.



- c. **VERY IMPORTANT:** Turn off all the lights and HVAC after every class.
☐FAN in “**AUTO**”. ☐System in “**Off**”. Please see the picture below. An automatic fee of \$250 will be levied if the HVAC system is not turned off after the event.



- d. 4) Return keys to the lockbox.