

REGIONAL INDIAN AMERICAN COMMUNITY CENTER

Tri-Cities Temple

406 Westfield Place, Kingsport, TN 37662

423-349-6515

Dear Member of RIACC:

We are thankful to you for considering the use of our facility to observe/celebrate your personal/family event.

All rules and regulations are intended to keep RIACC property clean and safe; and also for your and RIACC's protection.

Please, fill out the application form and return to RIACC with payments.

Please, keep the attached document of FACILITY USE AGREEMENT TERMS AND CONDITIONS for your file.

RIACC is a non-profit organization, and all donations made to RIACC are tax deductible.

RIACC, KINGSPORT, TN

Facility Use Application

I want to use the following selected facility of RIACC, 406 Westfield Place, Kingsport, TN, and agree fully to abide by the terms and conditions of the attached facility use agreement.

Note to RIACC facility users: RIACC facilities are available subject to terms and conditions. Please note that no fund-raising activities of any kind are allowed on RIACC premises unless done for the only and sole benefit of RIACC. The full text of Money Policy and all other items are in the text of agreement.

1. Facility Use for Personal Use (RIACC Members Only)

(Note: Member cannot apply for benefit of non-member. The applicant and person for whose benefit the facility is requested must be member of RIACC.)

Name of Applicant: _____ Spouse's Name _____
Name _____ First _____ Middle _____ Last _____ City _____ State _____
Address: _____
Zip Code _____

Telephone Numbers: Home: _____ Business/Cell _____

I am member of RIACC. (Applicant must be member of RIACC) Yes _____ No _____

My membership application and membership dues are attached. Yes _____ No _____

Date facility required: _____ Time required: _____ to _____.
I will be personally responsible and liable for any liability arising from use of required facility.

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Fee Schedule, Personal Use- members Only, \$/ day

	Half Day (Maximum 4 hours)	Full Day	Deposit
Fee Schedule			
Facilities at Hall:			
1. Hall + Mandir + Kitchen	\$250	\$400	\$500

NOTE: For non-members an additional 25% non-refundable surcharge will apply on rental only.

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I am submitting following payments, payable to RIACC, with this application:

1. \$ _____ as deposit. 2. \$ _____ as facility use fee. 3. \$ _____ as membership dues.

I certify that the information provided above is accurate. I agree to fully abide by the terms and conditions of the facility use agreement. I accept full personal responsibility for payment of facility use fee and liability that may arise from use of the RIACC facilities.

Signature: _____ Name _____
Date _____

FACILITY USE
FACILITY USE AGREEMENT -TERMS AND CONDITIONS

(Note to user: Submit application form only, and keep this document for your record.)

Our RIACC survives and thrives due to financial and volunteer support of our members. Our mission is to provide facility and service to our members of all ages to promote religious and cultural values. After fulfilling the need of facility use for RIACC's religious-cultural-social etc. events, we strive to make RIACC facilities available for a fee to members only on priority and first come- first serve basis. Our primary goal is to provide clean, safe, and reasonably well equipped facility for use by members to observe/ celebrate personal events. Protection of RIACC property and protection of users from liability is our primary concern.

The terms and conditions stated bellow are intended for protection of RIACC and also for protection of the users. Facility user, the applicant, expressly agrees to abide by the terms and conditions as stated bellow.

1. Eligibility:

- a) The applicant requested must be member of RIACC. For non-members an additional 25% non-refundable surcharge will apply on rental only.
- b) Member cannot use RIACC facilities on behalf of or for benefit of non-member.

2. Food, Drink, and Smoking Policy:

- a) Only i) vegetarian food, ii) non-alcoholic drinks, and iii) no smoking is allowed on all of RIACC premises...
- b) Any evidence of violation of this policy will result in forfeiture of deposit.

3. Fire Policy:

- a) Only very small and symbolic fire is allowed for the purpose of performing rituals only.
- b) The fire must be well insulated for safety and protection of property.
- c) The fire must be well controlled.
- d) Facility user must extinguish fire and remove remainder material from RIACC premises. Discarding any such material on RIACC premises is strictly prohibited.
- e) The facility user will be fully responsible for any damage/ liability due to fire.
- f) **Violation of this policy is considered to be serious.** Any individual, group/organization, visiting group- dignitary etc. will automatically be barred from conducting such activity/program on RIACC premises in future for a period of minimum of one (1) year, unless approved by Board for lesser term.

4. Money Policy:

- a) **Money/fund related activities** of any kind- including but not limited to solicitation-collection of Donations, fundraising, charity drive, membership drive, etc. on RIACC premises are not allowed unless they are for only and sole benefit of RIACC. All the money raised at RIACC belongs to and stays at RIACC unless pre-approved by the executive committee or board of trustees.
- b) **During special program outside of pre-scheduled weekly, monthly, yearly programs such as Katha, Gayatri Yagna, Music Program etc.:**
 - 1. RIACC shall have right to clear understanding in writing as to the financial implications and the fund raising activities: namely which income belongs to whom, and who will pay for expenses such as fees, transportation, lodging, boarding, decorations, food, supplies, and all other expenses items.
 - 2. All Arti money shall belong to RIACC.
 - 3. No fund raising other than for RIACC, unless RIACC has pre-approved
 - 4. Cannot sell commercial items like cloths, jewelry, food, etc. unless pre-approved with conditions.
- c) **Discourse of visiting Guru arranged by members independent of RIACC, but with RIACC's permission:**

1. RIACC will not be responsible for any expense unless requested in advance and pre-approved by RIACC.
2. All Arti money shall belong to RIACC.
3. No fund raising other than for RIACC, unless RIACC has pre-approved due to special circumstances.
4. Cannot sell commercial items like cloths, jewelry, food, etc. unless pre-approved as stated in c-1 above with conditions.

d) Violation of this policy is considered to be serious. Any individual, group/organization, visiting group- dignitary etc. will automatically be barred from conducting such activity/program on RIACC premises in future for a period of minimum of one (1) year, unless approved by Board for lesser term.

5. **Decorations Policy:**

- a) In building (the main hall and foyer) decorations are allowed to be hung only from pins, painter's tape etc.
- b) Hanging decorations anywhere else on walls of all RIACC properties (all buildings) is strictly prohibited.
- c) Balloons - if used must be removed from premises.
- d) All decorations and hanging materials (tape, pins etc.) must be removed by user after the completion of program.

6. **Liability:**

- a) Applicant will be personally fully responsible for all liabilities arising from use of requested facilities.

7. **RIACC:**

- a) Will provide tentative confirmation of reservation date upon receipt of deposit and definitive confirmation of reservation date upon full payment of facility use fee and applicable certificates (groups/ organizations).
- b) Will provide clean facility.
- c) Will provide available chairs + tables.
- d) Will have residence priest on site for guidance and supervision. If the priest is needed to provide ritual additional charges will apply.
- e) Will provide facility on day prior to use date, if available for a maximum of 2 hours.

8. **Application for Facility Use:**

- a) Facility use application must be completed in full.

9. **Payments:**

- a. All payments must be made payable to RIACC.
- b. Deposit and membership dues (if applicable) must be submitted with application.
- c. Facility use fee must be paid in full prior to reservation date.
- d. Non payments as required above will automatically result in cancellation of reservation without notice.

10. **Return of Deposit and Facility Usage Fee:**

- a. Deposit will be returned in full to renter if no violation of terms and conditions are noticed.
- b. Additional amount may become due depending upon rule violation.
- c. Deposit will be forfeited partially or in full in case of violation of terms and conditions.

11. **Keys and Availability of Facility for Use:**

- a. RIACC designated official will open the facility on the day of reservation.
- b. RIACC will provide facility, if available, on day prior to reservation date for decoration and setup.

12. Inspection:

a) Before Use:

i) Facility user must inspect facility to confirm cleanliness and proper function of facility.

ii) Facility user must bring any abnormality, need of repair etc. to the attention of RIACC designated official.

b) After Use:

RIACC designated official will inspect facility for cleanliness, damage, rule compliance etc.

13. PA System:

a. PA systems with microphones and wires are available and there is no additional charge.

14. Cleaning:

a. Facility user will be responsible for:

• **Food Items -**

○ Proper disposal and removal of leftover food from RIACC premises.

○ Disposal in sinks, drains etc. is strictly prohibited. Please clean all sinks before leaving.

○ Disposal of trash is the user's responsibility.

• **Utensils- If Used-** Proper cleaning and drying of all utensils (if used), and putting them back properly in storage.

• **Decorations:** Removal and proper disposal of all decorations- balloons- and hanging materials.

• **Personal Items:** Removal of all personal items from RIACC premises. RIACC is not responsible for lost or stolen items.

• **Cleaning:** Facility needs to be returned in clean condition. All floors need to be cleaned.

NOTE: Facility users have the option to pay additional \$150 to RIACC to get the facility cleaned.

15. While Leaving: Facility user will be responsible for:

a. Informing designated official on site about closure of premises.

b. Turning off all lights, setting heating/ cooling system to normal, and locking all interior- entry-exit doors.