



Maha Ganapathy Society of Alberta

128 Running Creek Road, Edmonton, Alberta T6J 7B1 Telephone: 780 988 5161

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CULTURAL CENTRE HALL USER AGREEMENT

The Maha Ganapathy Society of Alberta (hereafter referred to as the "Owner") agrees to allow the use of Maha Ganapathy Cultural Centre excluding the use of kitchen facilities for educational purpose only at 128 Running Creek Road, Edmonton, Alberta to (hereafter referred to as the "User") as an authorized representative of the organization (if applicable) agrees using the cultural centre hall for purposes stated below for the sum of \$ 300 for the use of facility for up to 4 hours as user fees payable accompanying this agreement and provided that damage security deposit of \$ 250 payable accompanying this agreement by cash/credit card or cheque, has been deposited with the Owner. Time of usage exceeding the specified times will incur additional charge of \$75/hour and the Owner reserves the right to recover it from the security deposit. The payments stated here are for the use of the facility but do not include fees for other temples services or the use of Kitchen.

USER CONTACT DETAILS

Mailing Address of the User (P.O. Box not accepted) – Number, Street, Unit #, City, Province, Postal code):

Telephone: (Home):

Mobile:

Email:

USAGE DESCRIPTION:

PERIOD OF USAGE

Date of Usage

Start Time

End Time:

CANCELLATION OF USER AGREEMENT

The Owner agrees to refund the full user fee and damage security deposit if the agreement is cancelled a minimum of 7 days prior to commencement of the usage period. If this agreement is cancelled later than the 24-hour cancellation period required by the Owner, the owner will not be required to refund the user fee unless the abovementioned usage period is filled with another agreement, but the damage security deposit will be refunded upon cancellation.

SPECIAL INSTRUCTIONS:

RESPONSIBILITIES OF THE USER

1. No decorations will be affixed to any painted, textured or wood surface by means of tape, staples, nails, glues or tacks.
2. All tables are to be wiped clean and stacked properly in the storage area or as they were laid out prior to the event or as directed by the Owner.
3. All chairs are to be stacked properly in the storage area or as they were laid out prior to the event or as directed by the Owner.
4. All garbage must be removed from the facility and placed in the garbage bins provided outside the building (adjacent to the parking lot).
5. Carpeted floor area should be vacuum-cleaned after removing any objects that could potentially block the vacuum hose.
6. Non-carpeted floors should be swept and damp mopped.
7. All marks or dirt to be wiped out from all wall surfaces.
8. People who are under the influence of alcohol/illicit drugs/etc., should not be allowed inside the facility.
9. Coffee pots and any other equipment supplied by the Owner are to be cleaned and returned to their appropriate storage location.

REGULATIONS PERTAINING TO FACILITY USAGE

1. Facility use is allowed only outside Temple hours posted by the Owner.
2. If the Temple services and rituals are not expected to be complete at the requested time of the facility usage period outside temple hours, the usage period will be modified.
3. The activities in the Cultural Centre should not deviate from the Saivite principles.
4. Religious activities (such as prayers, Bajan, discourses, idol/picture worship, etc.) are not allowed unless pre-authorized by the Board of Trustees
5. No driving or parking of vehicles in the driveway and sidewalks.
6. Outside food and snack services is allowed inside the hall but use of the kitchen is not allowed.
7. User should bring all serving utensils for food/beverage/snack services.
8. No smoking is allowed in the facility and within the premises of the Maha Ganapathy Temple and Cultural Centre.
9. No alcohol consumption is allowed in the facility and within the premises of the Maha Ganapathy Temple and Cultural Centre.
10. Non-vegetarian food items and products that contain any non-vegetarian including egg products are strictly not allowed in the facility and within the premises of the Maha Ganapathy Temple and Cultural Centre.
11. The usage period shall not be extended if the facility is booked by another party or if overlaps with Temple hours.
12. If an event sponsored by the Owner or the Temple related events require the use of the facility, the Owner reserves the rights to cancel the user agreement two weeks ahead of the usage period.
13. Under any circumstances, the usage period shall end at midnight of the day of usage unless the Owner grants prior permission.
14. Any person or persons (User) wishing to use the fore mentioned facility must be 18 years of age or older.
15. The User will be present to supervise all activities and will be responsible for the conduct and actions of all persons in attendance during the usage period.
16. No pets are allowed in the facility and within the premises of the Maha Ganapathy Temple and Cultural Centre.
17. The User will ensure that all equipment and supplies that belong to the Owner are not removed from the facility without written permission from the Owner.
18. The User must ensure that any activities connected with this agreement are not to interfere with the normal usage of the Maha Ganapathy Temple and the Priest's Residences.

FACILITY INSPECTION

1. A walk-through inspection will be conducted prior to and following the completion of each use of this facility by the Owner's representative and the User and all pre-existing damages will be recorded.

LIABILITIES

1. The Owner will not be responsible for any loss or theft that may experienced by the User or his/her guests during the usage period.
2. The User will be responsible for any expense incurred by the Owner for Janitorial services, following the usage period, due to his/her failure to properly comply with the responsibilities contained in this contract, at a rate of \$50 per hour.
3. The User will be held financially responsible and legally liable for all repairs of damages incurred or losses suffered by the Owner, during this usage period.

PAYMENT

1. This agreement is valid only after relevant payments are received by the Owner.

CONFIRMATION

By checking this box I do hereby affirm that I have read and fully understand the responsibilities and regulations contained in this document, and do hereby agree to comply with the fore mentioned, and that I am under full understanding that this contract can be terminated and the security deposit is withheld by the Owner if it is found that I or my guests are acting contrary to the regulations or responsibilities herein contained.

Print User's Full Name

Date