

## CHINMAYA MISSION FLINT (CMF) TAPOVANAM USER AGREEMENT

Following are the guidelines for use of CMF Tapovanam: You MUST read this agreement in its entirety before you complete and sign the CMF Tapovanam User Agreement Form. All non-CMF sponsored activities shall require completing the enclosed Application Form, sign this agreement & pay all fees in advance to complete the process.

### TERMS & CONDITIONS:

1. All members must disclose the purpose of using the premises. Approval of using the premises shall be the responsibility of Building Committee (BC) Chairman. ONLY CMF board has the authority to overrule BC Chairman's approval.
2. To preserve the sanctity of Tapovanam premises, the event held by member must confer to the traditional Indian religious, cultural events, such as poojas and Indian Festivals and Bereavement gathering ONLY. Tapovanam CANNOT be used for any other personal party events, such as birthdays or get together events. Any violations of the agreement shall result in disapproval of user privileges immediately and in future.
3. Use main hall (Chinmayam Hall) for Pooja and new hall (Tejomayam Hall) for dining purpose.

**RESERVATIONS:** Any CMF programs have the PRIORITY to use the halls over non-CMF events/activities. The halls will NOT be rented to other activities when CMF activities are scheduled. Members can use halls on first come first serve basis.

**FEES & DEPOSIT:** All community members who are using the halls, must pay Rental Fee (\$500) and security deposit (\$100) and other fees & charges, if any, at the time of booking the hall. If there is any damage to CMF property which exceeds \$100.00 deposit, then the renting Member is fully responsible and will be charged to repair / replace the damaged property. If there is no damage, then the security deposit will be refunded after 30 days from the date of the event. Fees & charges shall be as set by the Board of Directors of Chinmaya Mission Flint and are subjected to change without prior notice. Tapovanam Building Committee and Board reserves the right to alter/change/modify the agreement at any time without prior notice.

**TIME PERIOD:** Use of the premises are from 7:00 AM of the day of the event to 10:00 PM same day. The property must be vacated by 10:00 PM. Member will not be permitted to open/use Tapovanam in advance for any arrangements related to event. Fee will be applied towards the use of the halls for the time specified in this Agreement Form. After 10:00 PM, applicable per day fees will be charged till the time the property is vacated.

**CAPACITY:** Chinmayam Hall (Prayer Hall) can accommodate maximum of 100 people. Tejomayam Hall (Dining Hall) has a seating capacity of maximum 180 people. Tapovanam Premises has parking space for approximately 50 cars. Parking on Calkins Road is illegal and should be avoided due to road accidents/hazards associated with such parking.

**FOOD:** Excess or leftover food SHOULD NOT be left in Tapovanam. User Member should clear all the food from the kitchen and kitchen MUST be cleaned after use. ALL APPLIANCES USED MUST BE TURNED OFF TO PREVENT FIRE ACCIDENTS.

**SUPPLY:** Member must bring their own supplies, such as paper products, china, silverware, tablecloth, etc.

**RESTRICTIONS:** A proper behavior on Tapovanam premises shall be required of Member and their Guests. **Absolutely No Shoes beyond the shoe room at the entrance, No Meat, No Alcohol, No Smoking is allowed on the premises. Absolutely no markings/graffiti are to be made on any walls or any other places in Tapovanam.**

**Sound System:** Two microphones will be provided by CMF, if needed by user member.

**BUILDING SECURITY:** Building Committee person and/or Custodian shall provide the member about information on proper use of the gas stove, heat / air conditioning, other utilities, sound system, all appliances, furniture, etc. Reimbursement of the full cost value will be required if they are damaged.

**INSURANCE:** CMF building insurance will not cover Member’s damage or mishap or any other accidents.

**BEREAVEMENT:** Members can also use Chinmayam Hall for bereavement/condolence meeting. Tejomayam (Dinning) Hall can be used to serve food after Bereavement meeting, if they want to. The permission is to conduct Bhajans, in recognition of the loss of their loved one/close family member, so that community can pray for the peace of the departed soul.

The fee and Security deposit is same as the other Religious and cultural events.

I have read and understood the above CMF Tapovanam User Agreement.

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Signature of Renting Person

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Name of Renting Person