



BUDDHIST TEMPLE OF SOUTHERN ALBERTA

470 - 40th Street South, Lethbridge, AB T1J 3Z5 | 403.327.1260 | www.thebtsa.com

Temple Rental Guidelines

General Principle: The use of the Buddhist Temple of Southern Alberta (BTSA, herein referred to as "the Temple") is guided by existing Temple policies under the headings, "Building Operations and Maintenance" and "Temple Access Agreement and Policy". All relevant sections of those policies are contained herein. These Guidelines form a part of the Temple Rental Agreement.

- I. FOR TEMPLE EVENTS (those under the coordination of the Board and/or Executive Committee) Notify the Temple Coordinator, the Board Chair, or the Minister.
- II. FOR NON-TEMPLE EVENTS: Use of the Temple will be considered for purposes that are consistent with the BTSA Vision and Mission Statements and Organizational Values. The Board and/or Executive Committee will determine whether the proposed function meets those criteria.
 - A. Who May Apply:
 1. Contributing Temple Members
 2. Contributing Temple Member on behalf of:
 - a Relative who is a Non-Member, or
 - an outside Organization to which that Temple Member belongsThe Temple Member must sign the Rental Agreement as a party to the Agreement.
 3. Non-Member individuals, groups, or organizations
 - B. When to Apply: At least 30 days prior to the date of the intended use of the Temple.
 - C. Rental Fee: The BTSA is a non-profit society supported by member donations. The purpose of our rental fee is to cover the costs of building use.
 - Temple Members: donations are gratefully accepted
 - Non-Members: see Temple Rental AgreementRental Fee includes refundable cleaning/damage deposit. Rental Fee is due two weeks in advance of the event. Cheques are made payable to the "BTSA"
 - D. How to Apply:
 - The Rental Agreement form may be obtained online at the Temple website (thebtsa.com); at the Temple; or from the Temple Coordinator, the Board Chair. or the Minister.
 - The completed Rental Agreement form should be submitted to the Temple Coordinator, the Board Chair or the Minister, and that person will tentatively reserve the date/time.
 - E. Approval Procedure: Applications for rental will be assessed on a case by case basis by the Executive Committee, or at the Committee's discretion, by the Board of Directors. The Board Chair will notify the applicant of the decision. The Board Chair will notify the Temple Coordinator to confirm or cancel a rental event.
 - F. Use of the Temple: The renter must make advance arrangements with the Building Manager to gain access to the Temple. The Temple will only be opened for the renter/person who has signed the Rental Agreement, and only that person will receive a key to the Temple. If furnishings or decorating are to accompany the event, arrangements must be made with the Building Manager at least 14 days in advance of the event. The Temple must be left in an undamaged, clean and tidy state, such as it was prior to the rental event.
 - G. Return of Cleaning/Damage Deposit: This will be subject to the condition of the Temple after the event. Refund and/or accounting will be forwarded to the renter two weeks after the event.

Contact Information for 2011-2012:

Minister:	Yasuo Izumi	office: 403.327.1260	cell: 403.382.7024
Board Chair:	Akira Ichikawa	home: 403.327.1668	cell:
Temple Coordinator:	Fudge Takeda	home: 403.394.9789	cell:
Building Manager:	Roy Sassa	home: 403.328.3108	cell: 403.382.1187

Buddhist Temple of Southern Alberta: Rental Agreement
(Note: This agreement must be completed for all non-temple events.)

Renter:
 Phone:
 Address:
 Type of Event:
 Application Date:

Contact person:
 Email:
 Expected Attendance:

Date of Event	Time From/To	Area Required (Room)	Rental Fee	Cleaning/Damage Deposit*	Initials (both)
		Multi-purpose room (social hall)	\$250		
		Hondo (carpeted assembly area)	\$250		
		Both above	\$400		
		Kitchen	\$75-\$150		
		Board Room (family room)	\$50		
		Dharma Classroom (family room)	\$50		
		Wedding	\$500		
		Funeral	\$500		

***Refundable cleaning/damage deposit equal to the rental rate is required**

A. Rental rates apply to Non-Members renting the Temple. Donations are gratefully accepted from Members who use the Temple. In certain instances, and in particular for large gatherings of over 200 attendees, a custodial fee may be applied to groups who wish to utilize the Temple. The fee will be negotiated with the Executive Committee in accordance with the nature of the event planned. This fee will be used to reduce the cost of extraordinary cleaning requirements such as commercial carpet cleaning, etc.

B. Wedding Rental: Includes Hondo, Social Hall, Family rooms (board & Dharma class rooms), decorating access, rehearsal, and ceremony.

C. Funeral Rental: Includes Hondo, Social Hall, Family rooms (board & Dharma class rooms, kitchen, and ceremony).

D. Kitchen rental: Includes access to appliances, dinnerware and cutlery. User is responsible for breakage. Price range is determined by extent of use (i.e. if a meal is entirely catered versus a meal prepared by temple members). Food costs are the responsibility of the renter.

This agreement incorporates the applicable "Rental Guidelines", as well as Appendices I and 11 which are attached.

Date: _____

Representative of the BTSA

Renter or Authorized Agent

(sign) _____

(sign) _____

(print name) _____

(print name) _____

Appendix I

- The Building Manager or an appointed person may be present during, or in preparation for, the event for security reasons.
- The key to the Temple will be provided to the Renter by the Building Manager. The person receiving the key takes responsibility for the key; as well as anyone gaining access to the Temple through use of that key; and any damage resulting from such access. After the event the key will be returned immediately to the Building Manager as directed. The key holder will advise the Building Manager immediately if the key is lost or stolen. The key must be returned to the Building Manager immediately upon demand.
- Report any unusual occurrences or problems to the Building Manager, that relate to building maintenance or operations.
- Smoking is not permitted anywhere in the Temple.
- The incense exhaust fan must be turned on throughout the time incense is being burned.
- When the stage in front of the shrine is to be used, the secondary set of drapes must close off the shrine, and that shrine area is not to be used.
- If the Dharma classroom and/or playground area is used, an adult must provide supervision at all times.
- No confetti, rice, flower petals or similar item can be spread, thrown, or otherwise used in the Temple or on the Temple property.
- Alcoholic beverages may be served only at those social functions limited to attendance by invited guests. The renter must ensure a dignified atmosphere at all times. Alcoholic beverages shall be served in moderation.
- Exterior doors will not be propped open during the event.
- If the event is not finished by the time stated in the Rental agreement, there may be an additional charge.
- Renter/user liability insurance is recommended.
- Damage caused to the property during the event is the responsibility of the renter.

None of the following may occur without prior permission from the Building Manager:

- Consumption of food or beverages in the Hondo (carpeted assembly area)
- Moving Temple decorations and/or fixtures
- Burning of candles (candle stand must be approved)
- Moving the piano

I have read and agree to the above, and I understand that it forms a part of the Rental Agreement.

Initials of renter/agent: _____

Appendix II

Checklist: At Conclusion of Event

- clean tables
- return tables & chairs to their original positions
- sweep floor of all debris, mop as needed (Cleaning supplies in janitor's rooms)
- empty all garbage containers & put garbage bags in dumpster (NE corner of the property)
- remove all food brought for the event by renter, including that which may be in the refrigerator
- hang all cleaning cloths to dry
- bathrooms: ensure faucets & lights are turned off
- tidy any areas that may have been occupied during the event, even though they were not listed for use in the rental agreement
- kitchen: ensure stove/oven; water faucets; & fans are turned off, even if that room was not listed for use in the rental agreement
- hondo (carpeted assembly area): shut off incense burning fan, if used
- turn off all lights
- ensure all doors are securely closed & locked (check all 5 exterior sets of doors)

Related to Kitchen Use:

- wash all dishes & put them away
- wash, dry, sanitize all counters & tables
- clean stove, oven (if used)
- clean inside microwave (if used)
- wash out & dry sinks

I have read and agree that the above items will all be completed at the conclusion of the event, and that this checklist forms a part of the Rental Agreement. I understand that the Building Manager or other designated person will inspect the premises immediately after the event, and that the damage deposit refund and/or a statement of accounting will be provided within two weeks after the conclusion of the event.

Initials of renter/agent: _____

I wish to be present at the time of inspection.

Initials of renter/agent: _____