



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 Temple Rental Guidelines are a part of the Temple Rental Agreement.

[FOR TEMPLE SANCTIONED EVENTS (those under the coordination of the Board and/or Executive Committee) – notify the Temple Coordinator, Board Chair or the Minister

FOR BOARD-APPROVED, REGULARLY SCHEDULED GROUPS: This policy does not apply]

FOR NON-TEMPLE EVENTS: Rental 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:** BTSA members who have paid their current year membership fees..
- B. **When to Apply:** Preferably 30 days prior to the date of the intended use of the Temple.
- C. **How to Apply:** The rental agreement form may be obtained online at the Temple website (thebtsa.com) or at the Buddhist Temple of Southern Alberta, 470-40th Street South, Lethbridge, AB. Complete the Rental Agreement Form and send to the Temple Coordinator, c/o BTSA, 470-40th Street South, Lethbridge AB T1J 3Z5
- D. **Rental Donation:** The rental donation is based on assembly room requirement and kitchen usage. The Rental donation includes a refundable cleaning/damage deposit. Reservation of the date is guaranteed upon receipt of the rental fee and signed Rental Agreement. **Rental donation is due two weeks in advance of the event.** Cheques are made payable to the “BTSA”. If Rental donation has not been received **7 days** prior to the event date, the date will be released.
- E. **Approval Procedure:** The Temple Coordinator will notify the BTSA Board Chair of the application. Applicants will be assessed on a case by case basis by the Executive Committee, or at the Executive Committee’s discretion, the BTSA Board of Directors. The Temple Coordinator will be notified of the decision and the Temple Coordinator will contact the applicant and book the date(s) if application has been approved.
- F. **Use of the Temple:** The Renter whose signature is on Rental Agreement, must make arrangements to meet with the Temple Coordinator at least **7 days** in advance of the event. The Renter and Temple Coordinator will arrange:

- a. Pre-event orientation and inspection
- b. Review of Temple Rental Guidelines and Appendix I and II
- c. Access to Temple on date of event
- d. Post-event inspection
- e. Post-event lock up of Temple

The Renter whose signature is on the Rental Agreement **must be in attendance for the entire duration of the event. All events should end by 10:00 PM.** Additional charges may apply if event extends beyond 10:00 PM.

The criteria above are to be strictly adhered to subject only to prior written approval by the Temple Coordinator or a member of the executive Committee on behalf of the Board.



BUDDHIST TEMPLE OF SOUTHERN ALBERTA

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

TEMPLE RENTAL AGREEMENT

THIS RENTAL AGREEMENT dated this _____ day of _____,
20____ BETWEEN

Buddhist Temple of Southern Alberta (BTSA)

-AND-

Name of Renter: _____

Address : _____

Postal Code _____

Phone: _____

Email: _____

Type of Event: _____

Date of Event: _____

Time of Event: from _____ to _____

Expected Number of Guests: _____

Is Renter a BTSA Member in good standing? YES or NO

.....

For BTSA office use only

Name of Temple Coordinator: _____

	Area Required	Rental Donation	Cleaning/ Damage Deposit*	Initials (renter/ coordinator)
	Multi-purpose Room (east)	\$75	\$75	
	Hondo (carpeted assembly area (west))	\$75	\$75	
	Both above	\$100	\$100	
	Kitchen – counter, sink, & fridges only	\$75	\$75	
	Kitchen – fridge, stove, oven, wok, dishwasher, dinnerware, & cutlery	\$200	\$200	
	Board Room	\$50	\$50	
	Subtotal:			
	Total Fee Due (= Rental Donation + Cleaning/Damage Deposit)			

*** Please write two cheques: one for rental donation and one for the cleaning damage deposit.**

Use of the kitchen/fridges does not include any of the food supplies therein, including condiments.

The Children’s Classroom, the Minister’s Office, and the Storage rooms will remain locked without access at all times during the rental.

- A **Wedding Rental: \$300** includes Hondo, Multipurpose room, Board Room for rehearsal and ceremony (cost excludes use of kitchen; if kitchen is required, add kitchen rental fee as outlined above); cleaning/damage deposit \$300.
- B The maximum capacity for the Multi-purpose room is 170 people. In certain circumstances, and in particular for large gatherings, a custodial fee may be applied. The fee will be determined by the BTSA Board in accordance with the nature of the event planned.
- C The Renter is responsible for any theft or damage. The Renter must be in attendance for the entire duration of the event.

This agreement incorporates the “Temple Rental Guidelines” as well as Appendices I and II, which are attached. I have read and understood the contents of these documents and agree to abide by all terms and conditions.

Signature of Renter Date

Print name of Renter

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: _____