



Facility Rental Guidelines

Rental on a first-come, first-serve basis determined by when rental fee and deposit are made; religious and cultural events receive preference. "You" or "Your" refers to "the renter".

1. Normal Rental hours are from 8:00 AM to 9:00 PM. Access outside these hours should be pre-arranged and additional charges may apply.
2. You agree that regular programs of Temple will proceed without interference and agree to abide by the rules and regulations of SGM for the use of SGM facilities
3. Full rental fee and deposit are due at time of booking. Security deposit (ie. Refundable deposit) is separate from Rental fee and will be refunded in full/part after the post-event inspection is completed. Cancellation Charges for Rentals are as follows:
 - I. No cancellation fee if cancelled more than 30 days from date of event.
 - II. 20% of full rental fee is deducted for cancellations longer than 30-15 days from date of event
 - III. 60% of full rental fees is deducted for cancellation within 5-15 days of date of event
 - IV. 80% of full rental fee is deducted for cancellation within 5 days of date of event
4. The cancellation fees will be deposited to Temple Account as a Donation under your name.
5. There will be no vendors or sale of any articles without written approval from Facilities Chair.
6. Any outside rental needs (Tent, tables, chairs etc.) need to be coordinated/approved with the Temple Facilities chair. You are responsible for Tents or other outside items.
7. You will remove any materials brought into the facility, including food, supplies and decorations, and properly place back all furniture. All spills, spilled food, spilled water etc., should be cleaned. Limited cleaning supplies are available at the temple.
8. Temple property shall not be damaged. Special care should be taken to protect kitchen, equipment, bathroom fixtures, curtains, and audio-visual equipment. Use decorations to not damage the walls or ceiling tiles while fixing them or removing them (Pushpins / Cello tape should not damage the walls /paint)
9. Please do a final walk through with the Facilities Chair after the event or next day. You must clean the facility or additional cleaning charges will apply. In case of damage to any temple property by you/your group, or incomplete cleaning, all settling charges decided by the Facilities Chair are final and binding and will be deducted from the security deposit.
10. Additional Terms for rental of Kitchen:
 - i) Kitchen and equipment should not be damaged, and returned in working conditions or extra charges will apply
 - ii) SGM does not provide any groceries or vegetables
 - iii) Kitchen should be used mainly for reheating food. Cooking of food in kitchen will have additional charges as listed Below
 - iv) SGM is not responsible for any injuries occurring to the person/persons using the Kitchen during the rental hours.
- 11) NON-VEGETARIAN FOOD is not allowed in the temple
- 12) ALCOHOL, SMOKING of any kind, ILLEGAL DRUGS or Harmful WEAPONS are NOT permitted on temple premises or its grounds, including Parking Lots.



SGM Facility Rental Rates

Facility	No of guests	Duration	Fee	Refundable Deposit	Comments
Upstairs Classrooms	20	3 hours	\$75	None	Weekly once use, per month charge (Recurring events)
Upstairs Big Hall and classrooms	75	Up to 4 hours	\$100	\$50	Additional Charges of \$20 for every hour. Tables and Chairs are included for FREE
Upstairs Big Hall, classrooms, and Kitchen	75	Up to 4 hours	\$150	\$50	Additional Charges of \$20 for every hour. Tables and Chairs are included. Trash Bins are provided. Cooking in the kitchen additional \$50.
Downstairs main area with Kitchen (wedding or big religious function)	175	Up to 4 hours	\$175	\$100	Additional Charges of \$20 for every hour Add on: Basic Audio System \$25 Add on: Cooking in kitchen \$50
Downstairs main area with Kitchen (wedding or big religious function)	175	Up to 8 hours	\$275	\$150	Additional Charges of \$20 for every hour Add on: Basic Audio System \$25 Add on: Cooking in kitchen \$50
The whole Place (Downstairs area, Upstairs Hall, Upstairs rooms, and Kitchen) - for wedding or big religious function	299	Up to 4 hours	\$350	\$200	Additional Charges of \$20 for every hour Add on: Basic Audio System \$25 Add on: Cooking in kitchen \$75
The whole Place (Downstairs area, Upstairs Hall, Upstairs rooms, and Kitchen) - for wedding or big religious function	299	Up to 8 hours	\$425	\$200	Additional Charges of \$20 for every hour Add on: Basic Audio System \$25 Add on: Cooking in kitchen \$75

Please Contact:

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