



**BTCCGL Facility Rental Policy**  
rev 2023

We welcome you to use our BTCCGL facility. Due to contractual obligations and safety concerns for our users, the following rules and regulations have been put in place for all renters to follow. Please read these rules carefully. You will be expected to follow all rules during your use of BTCCGL facility. Please make note and inform your guests or members that BTCCGL is not an ADA compliant facility.

**Rental Rates** – Rentals of facility are a flat rate for the first hour with each subsequent hour on a sliding scale depending on membership level. Additional time for set up/tear down can be negotiated on a case by case basis with the rental committee.

Room	Day	First Hour	Member Rates			Nonmember Rates
			Annual	Life	Bronze & Higher	
Upstairs Large Room	Mon-Thu	\$ 50	\$ 15	\$ 12	\$ 10	\$ 40
	Fri-Sun		\$ 17	\$ 15	\$ 12	\$ 45
Main Hall	Mon-Thu	\$ 100	\$ 40	\$ 25	\$ 20	\$ 60
	Fri-Sun		\$ 65	\$ 45	\$ 40	\$ 85

Additional discounts will be considered by the BTCCGL executive committee based on the organization’s use of the hall and its compatibility to BTCCGL’s primary mission.

**Rental Rates (Kitchen)** - The kitchen is available for rental as an add on to room rental or as a standalone rental. The kitchen is rented out in 3 hour blocks for \$90.

**Eligible Groups** – Not for profit or private, non-discriminatory groups, or social groups are eligible to use BTCCGL. First priority in scheduling will go to programs sponsored or supervised by BTCCGL.

**Eligible Activities** – BTCCGL may be used for civic, recreational, educational, religious, and social activities. No sales of articles, privileges, or services are permitted without prior approval. All activities must be properly supervised and operated. When groups’ members are under 18 years of age, at least one adult supervisor for each 15 participants under 18 is required.

**Laws and Rules** – Renter shall not allow any lewd or illegal conduct on premises. The renter shall comply with all state laws, City ordinances, regulations of BTCCGL, and any lawful order of a BTCCGL representative made to prevent injury or damage.



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**Liquor, Non-Vegetarian, & Prohibited Items** – No liquor, non-vegetarian items (meat, poultry, fish), smoking, or illegal drugs shall be allowed in or on organization facilities, premises, and grounds – including parking lots and lawns.

**Condition of Premises** – The renter accepts the premises upon entry into possession. The renter may inspect the premises at an earlier, mutually convenient time. Upon expiration or termination of the rental or an earlier revocation, the renter shall promptly return the premises in as good condition as received, reasonable wear & tear excepted, in a clean appearance, ready for use by another.

**Set Up/Tear Down** – Renters are responsible for set-up and take down of the event and for cleanup of the event.

- a) No tape, including duct tape or masking tape, may be applied to any floors, walls, windows, stages, and other surfaces except tape specifically defined as gaffer tape.
- b) All rented equipment that the renter may bring in for the event must be removed from the premises at the end of the specified time on the rental agreement.
- c) Rooms must be returned back to the setup prior to rental, or returned to setup as defined in the supplemental packet, or a mutually agreed upon alternative setup.

**Decorations** - The following decorations are specifically prohibited at BTCCGL—confetti (static and cannons), glitter, stickers, spray paint, liquid paint, burning objects, helium balloons, rice, streamers or poppers. Bubbles and flower petals may be used outside of buildings only. Balloons are allowed in approved areas, they are not permitted to be released outdoors.

1. All decorations and equipment must be delivered and set up on the same day as the event, and removed at the conclusion of the event unless other arrangements are pre-made with the BTCCGL.
2. No furniture or decorative objects belonging to BTCCGL may be moved from their respective positions without the permission of BTCCGL.
3. Renter is responsible for making arrangements for renting equipment needed for event. BTCCGL has a limited amount of additional tables and chairs for rent/use.
4. Nothing may be nailed, tacked, taped, hung, stapled or affixed in any way to the facility, inside or out. All decorations, other than free standing, must be approved by BTCCGL. In no manner will renter permit any employee, guest or contracted party to deface, damage or otherwise injure BTCCGL property or its facility.
5. Candles must be dripless and enclosed in a glass container of sufficient height to cover potential flame.
6. BTCCGL staff does not set up or break down equipment or furniture for the event. Due to liability, renter and/or caterer must provide adequate staff for set up, event and breakdown.
7. Renter is responsible for picking up all decorations at completion of event.
8. Only BTCCGL Staff members are authorized to relocate furnishings due to fire codes.
9. Colors, as played in festivals like Holi, are not to be used for any events indoors. Written permission from BTCCGL is needed for any colors to be played outdoors and must follow strict guidelines.



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**Equipment & Materials** – Any electrical equipment to be used must be listed on the application. Electrical equipment must be U.L. listed and in good condition. All outside equipment brought in for an event must be in safe, working order.

All trash and waste is the responsibility of the renter to remove from the rental area and placed in the trash receptacles outside.

**Fire Safety** - No pyrotechnic devices, smoke/fog machines or open flame are allowed without prior written consent from BTCCGL. Candles may be used if side glass enclosure fully extends beyond flame height. All fire aisles and exits must be kept clear of equipment and people. No smoking is allowed anywhere in the buildings. *Failure to follow these rules will result in the immediate suspension of the event until the conditions are corrected. If they are not corrected, the event will be cancelled without refund to the Renter.*

**AV Equipment Main Hall** – The Main Hall AV system is a sophisticated, professional system and is only available to be used with special agreement with BTCCGL. Use will be limited to trained professionals hired by the renter.

**AV Equipment Portable Rental** – A portable speaker and microphone can be requested to be set up for use during rental based upon availability. At time of rental request AV needs should be noted. Renter should designate one person from the group to be trained/walk through the proper use of the equipment and system.

**Changes to Contract** – Should any changes occur prior to your requested use of facility, notify BTCCGL immediately so that changes can be made to your rental agreement. Changes may increase or reduce fee amounts prior to actual use of the facility. Changes must be made at least 1 week in advance of scheduled use.

**Fees and Charges** – Fees and charges are detailed in the table above. Payments for rental must be made on the following schedule:

- 1) 50% due 1 month before rental, or at time of booking if under 1 month
- 2) Balance due 7 days before rental, or at time of booking if under 7 days

Entire payment may be made anytime before the event

**Refunds & Cancellation** – To receive a refund, renter must cancel more than 7 days before rental. Payments not completed per the noted schedule will result in cancellation of reservation. To officially cancel a reservation, the primary contact on the rental application is required to submit a letter or e-mail notice of cancellation. Cancellation is only confirmed upon receiving this notice.



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**Cancellation by BTCCGL** – BTCCGL may, without liability, upon giving as much advance notice to the renter as practical, cancel or terminate the rental if the premises are closed for repairs, necessary utilities or services cannot be supplied, or a supervening order of a governmental officer or agency makes it necessary.

If any activity violates any rules or is not adequately supervised, it may be immediately suspended and/or the group may lose the privilege of future use of BTCCGL.

**Responsibility** – The renter assumes responsibility for all activities conducted on the premises, including but not limited to supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse; providing security to maintain order. BTCCGL disclaims any liability from, and the renter agrees to not hold BTCCGL liable for, any occurrences arising from the event as described in this agreement.

**No Assignment** – This agreement and permission granted may not be assigned, no the premises sublet, without the prior consent of BTCCGL.

**Indemnity** – The renter shall indemnify and hold BTCCGL harmless from any and all claims, actions, losses and damages to person or property (including but not limited to attorney's fees and expenses) suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the renter on or about the premises.

In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against BTCCGL, the renter, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to BTCCGL; and if, in such lawsuit, a final judgement is rendered against BTCCGL, or against BTCCGL and the renter, jointly, the renter shall promptly satisfy such judgement.

The renter's liability under the indemnification agreement shall not be reduced by any BTCCGL negligence; provided, that nothing shall require the renter to indemnify BTCCGL against the sole negligence of any BTCCGL officer, employee, or agent acting within the scope of such person's role or employment.

**Insurance** – The renter shall be required, at its sole cost and to secure and maintain continuously a policy or policies of insurance during the term of the rental for any activities involving non-members or the event is open to the public. Renter shall have Commercial General Liability (CG 00 01)/Comprehensive Personal Liability (HO3) as applicable to renter, and written on an insurance industry standard occurrence form as referenced, or equivalent, including premises/operations; products/completed operations; personal/advertising injury; contractual liability; and independent contractors liability.

The policy(ies) minimum limits of liability for bodily injury and property damage shall be \$1,000,000 each occurrence and \$500,000 per person.



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Subcontractors – Renter shall include all subcontractors performing any work included under this contract as insured under its policies or shall furnish separate evidence of insurance as stated above for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein and applicable to their profession.