



**HINDU AMERICAN RELIGIOUS INSTITUTE**  
 301 Steigerwalt Hollow Road, New Cumberland PA 17070  
 (717) 774-7750 – [www.haritemple.org](http://www.haritemple.org) – [haritemple@gmail.com](mailto:haritemple@gmail.com)

**TEMPLE LOWER LEVEL HALL USE AGREEMENT**

Please complete the form below for Temple’s lower level hall rental request. Please note that HARI Temple’s upper level hall is never rented and not part of any rental agreement. The upper level hall is open to visitors and devotees as per the published Temple Hours. Subject to this provision, the renting party may use the upper level hall for congregation purpose. Consumption of food and drink, including water, is strictly prohibited on the upper level hall areas.

**Name of Person:**

**Organization (if any):**

**HARI Member:** Life Time       Annual       No, not a member

**Address:**

**Primary Contact Number:**

**Alternate Contact Number:**

**Email:**

**Estimated Attendance:**

**Date of the Event:**

**Scheduled Hours of Event: From      to**

**Purpose or brief description of the event:**

**Attach a list of materials to enter the facility (if any):**

**TEMPLE FACILITIES TO BE LEFT IN NEAT, CLEAN AND ORDERLY FASHION – IN CONDITION RECEIVED AT THE TIME OF RENTAL.**

I have read and understand the charges, rules and regulations governing the use of HARI’s facilities. I will ensure that all the rules and regulations of the Temple are followed. I will be present for any walk through inspection prearranged with the committee members or authorized person(s). This signature releases HARI Temple from any responsibility or liability for accidents, injuries or loss of property.

**SIGNATURE:**

**DATE:**

**FOR TEMPLE USE ONLY**

**Amt. of security deposit required for cleaning \$ 150.00    Deposit amount to be refunded: \$**

**Facilities left clean: Yes:     No:     Check/Cash/Online Payment Ref**

**Date Received at Office:**

**Decision: Approved / Not Approved (Reason):**

**Approved by (President or Name of the Approver):**

**Date:**

**Communicated to the requestor by (name):**

**Date:**

## Rules and Regulations for Use of HARI Facilities

Terminologies used in this document are defined below:

TERM	DEFINITION
<b>HARI</b> or <b>HARI</b> Temple	Hindu American Religious Institute ( <b>HARI</b> ), located at 301 Steigerwalt Hollow Road, New Cumberland, Pa 17070
<b>HARI</b> Member	A devotee who has paid yearly membership dues or is a life member of <b>HARI</b>
Non-Paid Member	Person who does not qualify as the current member of <b>HARI</b>
Non-profit Organizations	Organizations that are operating as “non-profit organizations” in the Greater Harrisburg area and are comprise mostly of <b>HARI</b> devotees. Examples of such organizations are: AIACPA, Gujrati Samaj, Harrisburg Area Tamil Sangham (HATS), Jain Center of South Central PA, etc.
Other organizations	All other organizations that are not covered under the above classification of non-profit organization
Rent	Charges for such use, currently \$250.00 per day
Rental	Use of Temple’s lower level hall for private event
Renting Party	Person(s) or organization(s) renting the temple hall
Security Deposit	Refundable deposit, currently \$150.00 per day

- HARI Temple’s lower level hall is available for private use for a fixed duration, amount and subject to the terms and conditions that are described in this document. Unless noted, all rentals are from 8:00am to 10:00pm. Express permission for extended-hours usage must be obtained from the President of the Executive Committee.
- Temple hall will not be rented during **HARI** sponsored events and **HARI** School days. **HARI** School activities may be postponed at the discretion of **HARI** School Committee for special events like weddings and sacred occasions.
- Temple shall be rented strictly on the first come first served basis. The rental can be booked over the phone but is considered **confirmed** only after **HARI** Treasurer receives appropriate rent, rental agreement form and deposit money as described in Section E below.

**Rental Charge, Security Deposit and Duration:**

- **HARI Members:** The rental charges and security deposit for paid HARI members is \$250 on each day. The rent plus the deposit money must be paid in advance without exception.

RENT DAYS	RENT	DEPOSIT	TOTAL
1	\$250.00	\$150.00	\$400.00
2	\$500.00	\$300.00	\$800.00
Each additional day, add \$250 for rent and \$150 for deposit for each day.			

- **Non-paid members:** Non-paid members residing in the Greater Harrisburg area may qualify for rentals at the following rate.

RENT DAYS	RENT	DEPOSIT	TOTAL
1	\$500.00	\$300.00	\$800.00
2	\$1,000.00	\$600.00	\$1,600.00
Each additional day, add \$500 for rental and \$300 for deposit for each day.			

- **Non-profit organizations:** Non-profit organizations may rent the facility by paying 50% of charges as described above. The renting party still needs to pay appropriate security deposit as described in this document. If such rental request exceeds over five days per calendar year, the President of the Executive Committee must obtain an express approval from the Board of Trustees. The Board may decline such renting requests in favor of HARI’s financial interest. Such rentals are subject to all other prevailing rental policies.
- **Preparing for Cultural Events:** Devotees and/or their children preparing for presentation at private events or at events sponsored by non-profit organizations may rent the lower level hall at \$25.00 per day or for a flat \$250.00 per event. Such rentals are subject to the use of the lower level hall only. Temple’s upper level hall should never be used for practicing film songs and dances. Such rentals do not include use of the kitchen area and audio-systems. The lower-level audio-system can be rented for additional \$25.00 per day. It is the responsibility of the event organizer to ensure that participating artists of their programs are not violating this policy.
- **Rent-Free Reservations:** Paid HARI members and non-profit organizations reserving HARI facility for religious activities without serving food shall not be charged any rental fees. Such rent-free reservation does not include usage of the kitchen and lower level dining hall areas. The renting party still needs to pay appropriate security deposit as described in this document. It is imperative that such requests be submitted to the President of the Executive Committee at least one month in advance. The Executive Committee, in consultation with Temple Priest, may decline if such rent-free request fails to merit as a religious activity.
- The Executive Committee may not approve rent-free requests for non-paid HARI members and other organizations unless the President of the Executive Committee obtains expressed

approval from the Board of Trustees in advance. Similar approval must also be obtained from the Board of Trustees if the rent-free usage described above exceeds over three days per calendar year for the same renting party. The Board may decline such rent-free requests in favor of HARI's interest.

- Decorations: Paid HARI members and non-profit organizations may decorate temple's lower-level hall for their functions on the previous night without additional charges provided the temple is not in use on that night. Non-paid members and other organization must pay additional rent for similar usages. The renting party may set up stage area and clean the facility but is requested not to engage in decorations that damage walls and/or wall paint. The renting party is responsible to remove all decorations immediately upon the conclusion of the function.
- Alcoholic beverages, non-vegetarian food and smoking are strictly prohibited within HARI premises at any time.
- Rent does not include such supplies as paper plates, paper cups, other paper products, etc.
- This rental agreement does not include Priest services. Priest services may be reserved separately with the Executive Committee. Unless the Priest services are booked, the Priest may not be available and/or present on the rental day at the temple.
- The renting party may use other HARI owned equipments such as chairs, tables, kitchen supplies, bathroom supplies, trash bags, etc. while using the Temple facility. These items may not be taken out of HARI premises at any time. Please do not call Executive Committee members and/or the members of the Board of Trustees with your request as no one is authorized to approve such request.
- The renting party may use the audio system provided such use was requested at the time of rental. The Executive Committee members authorizing the rental requests are responsible for arranging for a member of the Audio/Visual Committee for the assistance on the day of the rental. If the renting party found using the audio system without the aid of authorized Audio/Visual Committee member, the renting party will be responsible for all damages that are found after such usage.
- Aarti donations collected, including special Aarti that are observed at religious and other sacred occasions, need to be deposited into the donation box located by the main alter.
- Non-profit organizations renting the temple facility may accept donations from its members to cover the cost of the religious or non-religious program. However, temple's main entrance and other entrances/exists may not be blocked to facilitate their collections. The main entrance must be kept open during normal business hours as described in Section C above. Similarly, for access during emergencies and to meet the requirement of building fire-code, all exists must be kept blockage-free.
- Temple's upper level prayer hall is never rented and is always open to devotees for prayer during normal business hours as described in Section C above. Devotees wishing to enter the prayer hall solely for prayer purposes shall be allowed to enter the hall free of charges, even if the facility is rented for private religious or non-religious program.
- Cancellation Charges: The renting party must give two weeks cancellation notice before occupancy. Any notice less than two weeks will result in forfeit of the security deposit.

- It is the responsibility of the renting party to return the facility clean. This includes cleaning of the upper level (if used), lower level (if used), kitchen area (if used) and restrooms. The renting party must also pick up any trash and/or debris from outside of the building area littered by the invited guests.
- The security deposit will be refunded provided the devotee renting the facility cleans the facility properly after use and meets other requirements as notified by the Executive Committee at the time of renting the facility.
- HARI reserves the right to cancel any prior booked rentals with at least two weeks notice to the renting party. Appropriate cause must be given, in writing, to the renting party with 100% of the rental charges and deposit refunded.
- HARI will not be held liable for personal injuries and damages incurred to individuals and/or group of individuals during such rentals. The renting party will be held liable for such injuries and damages under this agreement. The renting party will also be responsible for damages incurred to the building, HARI property, and/or HARI owned equipments.
- Violators of any of the policy described herein will lose future renting privileges after the Board of Trustees declares the defaulting party as a violator of the renting agreement. After a 60 day show-cause notice given to the defaulting party, their name and address of the defaulting party will be published in the HARI Times.

The security deposit will be refunded if the facilities are properly cleaned. It is responsibility of renter to insure that the facilities are properly cleaned to avoid forfeiting deposit. Rules to be observed:

1. Temple facilities to be left in a neat, clean and orderly fashion.
2. Remove all the garbage and clean floor, bathrooms, kitchen and other area used. Carpeted area should be vacuumed. Take all garbage to the dumpster. The dumpster is located near the main temple gate entrance.
3. All chairs, tables and other thing used should place back and tables should be wiped clean.
4. Before leaving the temple facilities lights should be turned off, windows should be secured, and doors should be closed. Also remove any decoration.
5. Kitchen should be cleaned; all utensils should be cleaned and placed back properly.
6. Use the temple facility safely and take care like your home.
7. No adhesive tape on the carpet or walls.

### **Directions for HARI Temple:**

Take Exit 39A, Lewisberry Road, off I-83; Make left at the STOP for Route 114 West  
Go 1/3 mile; make Left on Steigerwalt Hollow Rd; Go 1/2 mile to HARI Temple on right

### **Temple Hours:**

**Weekdays:** 8:00am to 1:00pm (Aarti at 8am and 12noon)  
3:00pm to 9:00pm (Aarti at 7pm)

**Weekends:** 8:00am to 9:00pm (Aarti at 8 am, 12noon, and 7pm)