

TO REQUEST USE OF THE MANDIR PLEASE CHECK FOR AVAILABLE DATES ON MANDIR CALENDAR, FILL OUT THIS APPLICATION AND SUBMIT TO _____ or _____. DATES WILL BE CONFIRMED ONLY WITH SIGNATURE FROM _____ or _____.

MHDS VISHNU MANDIR : 4022 Washington Ave. N., Minneapolis, MN 55412

MHDS Vishnu Mandir SOP 001-111013 Rev007-012624sq

Facility Request-For-Use Application for Private Events

We are privileged to support our Community for the use of the MHDS Vishnu Mandir. We do not charge a fee for using OUR 9000 square feet Mandir Facility which includes Prayer Area, Lobby, Meeting and Changing Room, Kitchen, Dining, Restrooms and Parking, etc. However, for your event you will be consuming Electricity and/or Gas for Heat/AC and Cooking, Water/Sewer, Kitchen & Bathroom Supplies, Trash Disposal, Wear and Tear, etc. Many times food prep and decoration are also done in advance of events which consume utilities. Considering these factors we respectfully suggest that you offset these operational costs by donating the following:

Members: \$1125.00 for weddings and \$380.00 per session for Yagnas and other related events like Samelan, Birthday, Anniversary celebration, etc. For 7-session Yagnas we suggest \$1890.00.

Non-Members: \$1250.00 for weddings and \$425.00 per session for Yagnas and other related events like Samelan, Birthday, Anniversary celebration, etc. For 7-session Yagnas we suggest \$2100.00.

A refundable \$300.00 deposit will be collected in advance and once Mandir facility including parking lot is clean and deemed acceptable it will be returned within 1-week.

At your discretion, if possible, any additional donation would be highly appreciated for use of our Mandir Facility. We are a non-profit organization and we rely on donation to maintain our Mandir.

Applicant or Group Name: _____ Contact Person _____

Address: _____
Street City State Zip Code

Home Phone: _____ Work/Cell Phone: _____ Email: _____

Purpose & nature of use: _____ Planned Attendance _____

Date(s)/Time(s) requested (including set up, rehearsal, decorating) _____

Areas of facility to use: Front Office Pooja Areas Dining Room Kitchen

Personnel Required (Applicant make their own arrangements)	Date(s) and Time(s)
Sound Engineer (see below for music room) _____	_____
Volunteer Kitchen Help _____	_____
Volunteer Pooja Set-up Help _____	_____
Pandit(s) _____	_____
Kirtan Group _____	_____

Equipment Required: Overhead Projector _____ Podium _____ Mandir Music System _____ Other Approved Music System _____ Seating Accommodations _____ Harmunium _____ Dholak _____ Microphones _____

Is decoration provided? (explain) _____

Use and Operation of Mandir Music Equipment

In order to maintain the operating condition, inventory accuracy and ensure that our Music Equipment is used only for religious purposes they will not be loaned to the Community. The Mandir Kirtan Group is the only exception whenever their purpose is to provide services to the Community for Bhajan Samelan, Pooja, Wedding, Funeral, Engagement and other religious related events. Our Mandir Music System is designed and is calibrated to provide a soothing, comfortable and evenly distributed sound to our congregation of all ages. After detailed scientific analysis of sound levels we have determined that a sound level of 85 decibels is adequate for religious activities and is in compliance with OSHA 29 CFR.

The Mandir facility comes with its own sound system and accessories. However, the Mandir can accommodate other sound systems providing a Certificate of Liability is given in advance of the occasion. NOTE: If a personal sound system and accessories are brought in, Mandir sound equipment and accessories will not be available for use.

Lobby

Identify Light switch locations. 1) Coat/shoe room 2) Hallway near Dining Room entry door
Front Restrooms – Maintain clean and sanitary. Check bathroom supplies:(soap, towels, toilet tissue)

Coat and Shoe room – Remove shoes and store on designated wire racks –Remind non-Hindu guests about shoe policy. Absolutely no shoes in the Prayer and Prayer Hall area.

Front Office – Also use as a dressing and meeting room.

Shivwala Room – Use only for prayers.

MUSIC ROOM: Mandir or other approved experienced sound engineer is the only person to enter the music room and operate the sound equipment. Other approved sound engineers **MUST** be experienced **AND** trained by Mandir’s designated sound engineer (s) prior to operating the system.

Singing and Dancing – the Pooja area of the Mandir is considered sacred and therefore dancing and songs must be conducive to soothing melodies and religious genre and practices. Songs and dancing that do not meet this requirement can be performed in the back Commons Area.

Altar Area – **MUST LEAVE AS IS. ABSOLUTELY NO MOVING OF MURTHIES.** Anything that has to do with Murthies and altar areas such as decorations require approval from the President or Secretary. Any approved decorations must be taken down and replaced with the original ones within 2 days after the event unless special arrangement is agreed by the President or Secretary.

Pooja and Prayer areas. Please avoid making holes on ceiling and on walls.

Pooja Area –The smoke exhaust fan must be turned on whenever the Havan Kund is lit. Fire Code limits the amount of material burning to control smoke generation and allow efficient exhaust. Diyas should be placed away from objects to reduce fire hazards. Remember to turn off after Havan.

Dining Room

Commons – After the event any approved decorations must be taken down and replaced with the original ones within 2 days after the event unless special arrangement is agreed by the President or Secretary. Please avoid making holes on ceiling and on walls.

Restrooms – Maintain clean and sanitary conditions. Check bathrooms supplies.

Kitchen

Only **VEGETARIAN** foods are allowed at Mandir.

Kitchen Setup– Someone from the Mandir will demonstrate how to operate the stoves, turn on gas, turn off gas, lights, vents and other safety procedures.

Maintain tidiness, cleanliness and hygiene of kitchen walls, floors, equipment, appliances, plumbing, sinks and utensils.

The help of Mandir Kitchen Volunteers in preparing food for non-Mandir event is solely voluntary. Mandir is not responsible for food brought in from outside and food prepared for non-Mandir related events such as Weddings, Yagnas, Birthdays, etc.

We recommend that you follow proper food health practices posted in the kitchen (hairnets, hand washing, etc.)

General and Exterior

The Mandir property is a sacred place where worshipping and prayers are performed for all occasions. We strictly prohibit the use of alcohol, non-vegetarian (meats and fish) within Mandir property lines.

Trash – Collect all trash in bags and place in dumpster not to exceed height of the dumpster. Extra trash are to be staged in the Dining Room area inside the garage door.

Heating and AC will be handled only by Mandir’s representative.

We recommend you take pictures to document building conditions before your event.

Carpets and area rugs- Clean all carpets and area rugs when finished.

Clean up all outside decorations and yard mess. Be respectful of neighbor’s property.

Maintain tidiness, cleanliness and hygiene inside and outside of building.

Park in manner to allow for quick entrance and exit of vehicles (personal, fire, police, paramedics). Do not park in Handicap areas or directly in front of entrance doors.

Mandir’s Responsibility

Request for someone to make announcement at event about the Mandir House Rules

A representative from the Mandir’s Executive Team or BOT or a designated member will be present during all events.

Perform a detailed walk-through of the inside and outside of the building with the guest(s) and fill out the walk-through checklist.

Examine inside and outside of building to document any damages. Document with pictures if necessary.

Ensure that all questions from the guests are addressed and given immediate attention.

Follow closing procedure posted under alarm panel next to front access door before leaving and locking doors.

Applicant: _____ Date _____

MHDS Secretary or President Approval _____ Date _____

Secretary - Devi Sukhdeo ,763-232-6728, bsukhdeo@yahoo.com

President - Shatrughan Jaddunath, 612-203-1642, sjaddunath1@yahoo.com