

**TO REQUEST USE OF THE MANDIR PLEASE LOOK FOR AVAILABLE DATES ON MANDIR CALENDAR, FILL OUT THIS APPLICATION AND SUBMIT TO ASHA RAMNARINE OR DEVI SUKHDEO. DATES WILL BE CONFIRMED ONLY WITH SIGNATURE FROM ASHA OR DEVI.**

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

**MHDS Vishnu Mandir SOP 001-111013 Rev005-012722**

**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 \$1250.00 for weddings and \$425.00 per session for Yajnas and other related events like Samelan, Birthday, Anniversary celebration, etc. For 7-session Yajnas we suggest \$2100.00. MHDS Members are entitled a 10% discount. A non-refundable \$300.00 deposit will be collected in advance and once Mandir facility including parking lot is clean and deem acceptable it will be returned within 1-week. In case of financial difficulties the Mandir is willing to work with the Devotees.

At your discretion and if you can, please make an additional donation for use of our Mandir Facility.

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  Puja Areas  Dining Room  Kitchen

**Personnel Required** (Please make your own arrangements)

Date(s) and Time(s)

Sound Engineer	_____	_____
Volunteer Kitchen Help	_____	_____
Volunteer Puja Set-up Help	_____	_____
Pandit(s)	_____	_____
Kirtan Group	_____	_____

**Equipment Required**

Overhead Projector \_\_\_\_\_ Podium \_\_\_\_\_ Music System \_\_\_\_\_ Seating Accommodations \_\_\_\_\_  
Harmonium \_\_\_\_\_ Dholak \_\_\_\_\_ Microphones \_\_\_\_\_

Is decoration provided? (explain) \_\_\_\_\_

**Facility and Equipment Checklist**

**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 Samelan, Puja, Wedding, Funeral, Engagement and other religious related events.

Our Mandir Music Equipment is designed and is calibrated to provide a soothing, comfortable and evenly distributed sound to our congregation of all ages. The Mandir facility comes with its own sound system and accessories and will be the only sound system allowed to be used in the Puja area for all occasions. 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. This sound level is best attained when the speakers are positioned only along the South wall of the Puja area.

**Lobby**

Identify Light switch locations. 1) Coat/shoe room 2) Hallway near Dining Room entry door

Front Restrooms – Maintain clean and sanitary. Check bathrooms 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 Temple Area.

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

Shivwala Room – Use only for prayers.

Phone – Local calls only.

Music Room – Mandir’s sound engineer or designee is the only person to enter room and operate sound equipment.

Altar Area – Must leave as is. No moving of Murthies. Anything that has to do with Murthies and altar area such as decorations require approval from the President or Secretary. Any approved decorations must be taken down and replaced with the original ones.

Puja and Prayer areas - Any new decorations must be taken down and replaced with the original ones after your function unless agreed upon by the President. Please avoid making holes on ceiling and on walls.

Puja Area –The smoke exhaust fan must be turned on whenever the Havan Kund is lit. Fire Code limits 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 event any decorations must be taken down and replaced with the original ones unless it is agreed by both parties to be donated to the Mandir. Please avoid making holes on ceiling and on walls.

Restrooms – Maintain clean and sanitary condition. 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, 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 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

A Representative from the Mandir will be present during the event.

The Mandir is a sacred place where worshipping and prayers are performed for all occasions. We strictly prohibit the use of alcohol and meats and fish on or around Mandir property.

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 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. No entry in garden area allowed.

### Mandir’s Responsibility

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

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

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

Applicant: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

MHDS Secretary or President Approval \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Secretary : ASHA RAMNARINE 763-424-9303 [asharamnarine@icloud.com](mailto:asharamnarine@icloud.com)

Assistant Secretary : DEVI SUKHDEO 763-232-6728 [bsukhdeo@yahoo.com](mailto:bsukhdeo@yahoo.com)