



# Indo-American Cultural and Religious Foundation of Arizona

(Registered Non-Profit Organization under 501 C3)

P. O. Box 61043, Phoenix, AZ 85082

Tel. (602)647-3398 Cell or (602) 347-5611 Office; Julio Jacamo – Hall Manager

Website: [www.ektamandirarizona.org](http://www.ektamandirarizona.org)

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## **HALL RENTAL FOR SISTER ORGANIZATIONS** **RULES AND REGULATIONS**

The Hall, owned and managed by Indo-American Cultural and Religious Foundation of Arizona (IACRFA), is located at **2809 W. Maryland Avenue, Phoenix, AZ 85071**. The following Rules and Regulations apply to rental of the Hall:

### **I. Hall Reservation:**

1. Reservation must be made at least 60 days prior to the event, by mailing the following to IACRFA:
  - a. Completed Hall Rental Application signed by current officer of the organization.
  - b. Hall Deposit, in the form of personal check, money-order or cashier's check made payable to "Indo-American Cultural and Religious Foundation of Arizona" (see Section V- Rental Rates). *Cash payment shall not be accepted.*
2. Incomplete Applications or Applications not accompanied by Deposit Checks will not be considered.
3. Applicant shall be notified of approval or rejection of their request within 10 days of IACRFA receiving the Application package. IACRFA shall review the Application for completeness, intended purpose of Hall rental, and availability of the Hall for the date(s) requested. Hall is reserved on first-come-first-serve basis.
4. Once the Application is approved, IACRFA will block the date for the Applicant. However, confirmation of reservation will be made only after provisions of Section II are satisfied.
5. IACRFA reserves the right to reject any Application without providing explanations.

### **II. Hall Rental Confirmation:**

1. Upon approval of the Application, the Applicant shall mail the following to IACRFA at least 30 days prior to the event:
  - a. Hall Rental Fee, in the form of personal check, money-order or cashier's checks made payable to "Indo-American Cultural and Religious Foundation of Arizona" (see Section V- Rental Rates). *Cash payment shall not be accepted.*
  - b. Security Charge, if determined to be required by IACRFA, in the form of personal check, money-order or cashier's check made payable to "Indo-American Cultural and Religious Foundation of Arizona" (see Section V- Rental Rates).
  - c. Copy of Insurance Policy. The Policy shall be active on the day of the event and should cover events held at IACRF Hall. Apartment or Home Renter's Insurance is not acceptable.
2. IACRFA reserves the right to cancel the Hall reservation if the payments and insurance information are not received at least 30 days prior to the event. Applicant will forfeit the Deposit paid.

### **III. Deposit Return:**

1. IACRFA shall conduct a final inspection of the Hall and return the Deposit, less any charges for damages, to the Applicant within 30 days from date of the event.
2. Refund of Deposit shall only be made by check. No cash payment shall be allowed. Check shall only be made to the Organization's name and shall only be mailed to the address shown on the Application Form.

**HALL RENTAL FOR SISTER ORGANIZATIONS**  
**RULES AND REGULATIONS (CONTINUED)**

**IV. Rental Cancellation:**

1. Applicant can cancel Hall reservation in accordance to the following schedule:

<b>Cancellation Period</b>	<b>Refund by IACRFA</b>
60 days or more prior to Event	100% of all payments made
Between 30 and 60 days prior to Event	(All payments made) minus (Deposit)
Less than 30 days prior to Event	50% of Rent

2. IACRFA can cancel Hall reservation for any reasons it deems necessary 60 days or more prior to the Event. In such a case, 100 percent of all payments made by Applicant shall be refunded within 30 days of cancellation.
3. Force Majeure: IACRFA can cancel Hall reservation less than 60 days prior to an Event if it is unable to fulfill its obligations under this Agreement due to “force majeure”. For the purpose of this Agreement, “force majeure” is an event beyond the control of IACRFA, including, but not limited to war, public emergency or calamity, fire, Act of God, governmental restrictions, etc. In such a case, 100 percent of all payments made by Applicant shall be refunded within 30 days of cancellation.
4. All refunds to Applicant shall be made pursuant to conditions stated in Section III(2).

**V. Rental Rates:**

1. The following rental rates shall apply:

	<b>SEE Note 1</b>
Hall Deposit	\$500
Mon-Thurs	\$500
Friday	\$500
<b>Saturday</b>	<b>\$2,625</b>
Sunday	\$500

Notes:

1. **“SISTER ORGANIZATION”** rates apply only to those organizations (typically non-profit) that are registered with IACRFA and approved by the IACRFA board.
2. The rental rates shown above are for a 10-hour period (unless noted otherwise), starting at 1 pm. If prior or later access to the Hall is desired, the Applicant must inform IACRFA at the time of reservation. Depending on the other events planned at the Hall, IACRFA may or may not be able to extend the hours.

**VI. Amenities Included:**

1. Included in the Hall rental are an approximately 8,000 sq. ft Hall with a seating capacity of 400+; 2,000 sq. ft of courtyard; full kitchen facility; table and chairs for approximately 400 guests; dedicated parking lot and rest rooms. Rent also includes utilities costs for water, gas, heat and air-conditioning.

**HALL RENTAL FOR SISTER ORGANIZATIONS**  
**RULES AND REGULATIONS (CONTINUED)**

2. Applicant shall make their own arrangements for cutlery, napkins, table cloths and other supplies. *IACRFA does not provide any supplies.*

**VII. Rental Conditions:**

1. The Hall's Operating Rules are regulated by the IACRFA's Board of Directors and may be modified at any time and without prior notice.
2. Organization and the guests shall hold IACRFA, its employees and its Board of Directors harmless from any third party legal actions resulting from the use of the Hall.
3. IACRFA, its employees and its Board of Directors are not responsible for any losses incurred by the Applicant and/or the guests resulting from theft, vandalism, robbery, spoilage, etc.
4. IACRFA, its employees and its Board of Directors reserve the right to enter the Hall at any time before, during and/or after the event that it is rented for.
5. Smoking is strictly prohibited inside the Hall, kitchen and rest rooms.
6. Hall Decoration: Any plans to decorate the Hall must be pre-approved by IACRFA. *No decoration can be attached to the Hall's inside walls. This includes the use of tapes, nails, tacks, glue or other items that can damage the walls.* Decoration material should be away from light fixtures and must be fireproof.
7. Open Fire: Any plans to use open fire and/or candles must be pre-approved by IACRFA. Small open fire or candles shall be allowed only for religious ceremonies. Applicant shall discuss the methods for containing the open fire, controlling it and emergency measures with IACRFA prior to the event.
8. Cleaning: The following rules shall apply:
  - a. Applicant is responsible for removing all decorations, re-staking the chairs and folding the tables.
  - b. All garbage shall be tied in plastic bags and placed in dumpster outside the Hall.
  - c. Hall floor, kitchen floor and stoves shall be left in clean state.

**VIII. Alcoholic Beverages Policy and Charges:**

1. Use of alcohol during the Event shall be clearly mentioned in the Application Form. *IACRFA shall not allow the use or serving of alcohol, unless it has been pre-approved.*
2. Alcohol may not be served for more than four (4) hours.
3. Alcohol cannot be served after 11:00 pm.
4. The Applicant shall not sell alcoholic beverages at the Hall at any time during the Event. In case the Applicant wishes to have a "cash bar" or "no host bar", he must get an Arizona-licensed liquor selling operator to do so with the condition that no part of the collection shall go to the Applicant or any party other than the licensed operator. Prior written approval is required from IACRFA to arrange for a licensed operator to sell liquor.
5. Security guards will be required if alcohol is to be served. The following requirements/charges shall apply:
  - a. A flat fee of \$400 shall be charged for Three (3) security guards will be provided for five (5) hours.
  - b. For any additional people over 300, one (1) security guard per 100 will be added.
  - c. Hall Security guard charges are not included in the Hall Rental rates.



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## SISTER ORGANIZATION HALL RENTAL APPLICATION FORM

### PART A – SISTER ORGANIZATION APPLICATION

#### APPLICANT INFORMATION:

Organization Name: \_\_\_\_\_ Contact Person \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Contact Person Position w/ Org. \_\_\_\_\_ Email address: \_\_\_\_\_

Contact Telephone No.: Home (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

Insurance: \_\_\_\_ No \_\_\_\_ Yes

#### RESERVATION INFORMATION:

Date Of Event: From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year) (Month) (Day) (Year)

Day(s) of Use: \_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs. \_\_\_ Friday \_\_\_ Sat \_\_\_ Sunday (Circle day)

Starting Time: \_\_\_\_\_ AM/PM; Ending Time: \_\_\_\_\_ AM/PM; Total Hall Usage (Hours): \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_ Religious Event, \_\_\_\_\_ Cultural Event  
\_\_\_\_\_ Other (Specify) NOTE: Rental for others will result in NON-MEMBER rate.

Will alcohol be served? \_\_\_\_ Yes, \_\_\_\_ No If Yes (see Section VIII), Start at: \_\_\_\_\_ PM, Stop at: \_\_\_\_\_ PM

Types of Alcoholic Beverages to be Served: \_\_\_\_\_ (Specify all)

Facilities that will be used: \_\_\_\_\_ Hall, \_\_\_\_\_ Kitchen, \_\_\_\_\_ Courtyard;

Number Of Chairs Required: \_\_\_\_\_ ; Number of Tables Required: \_\_\_\_\_

Will there be Open Fire Pit in the Hall (allowed only for religious ceremonies – see Section VII)? \_\_\_ Yes, \_\_\_ No

Cooking on Premises? \_\_\_\_ Yes, \_\_\_\_ No Hall Decoration required (see Section VII)? \_\_\_ Yes, \_\_\_ No

**SISTER ORGANIZATION HALL RENTAL  
APPLICATION FORM (CONTINUED)**

**PART B – RENTAL CHARGES**

**1. Amount to be Sent Along With Application Form (At Least 60 Days Prior to Event):**

Hall Deposit <sup>(1)</sup> \$ 500 Check #..... Dated .....

**Amount to be Sent After Confirmation of Reservation (At least 30 days Prior to Event):**

- Hall Rental <sup>(1)</sup> \$ \_\_\_\_ Check # .....Dated .....
- Hall Security Charges \$ 400 ( if Beer/Wine/Liquor served)
- Kitchen Use (Other than 10 hrs listed) \$ 100 per hour (Specify ..... Hours)
- Sound System (Optional) \$ 150
- Projector & Screen (Optional) \$ 100

Total: \$ \_\_\_\_\_

**Note:**

(1) Refer to Section V of Rules/ Regulations for Deposit and Rental amounts. Pay in the form of personal check, money order or cashier's check, payable to "Indo-American Foundation of Arizona".

**PART D – RENTAL AGREEMENT**

I/We \_\_\_\_\_ the undersigned Applicant(s) wish to rent the IACRFA Hall. I/We have read and understood Sections I through VIII of the Hall Rental Rules and Regulations, and agree to abide by them.

I agree in our announcement for the event an ACKNOWLEDGEMENT statement that "Discounted rental rate from Indo-American Foundation"

*I have been authorized by the Organization to reserve the hall and it is not for my personal use.*

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

**Mail Completed Application Form and Deposit to:**

Indo-American Cultural and Religious Foundation of Arizona  
P. O. Box 61043  
Phoenix, AZ 85082

*Incomplete Application or Application not accompanied by Hall Deposit will not be considered.*

Additional Hall Information - Website: [www.ektamandirarizona.org](http://www.ektamandirarizona.org)