



Sri Shirdi Sai Baba Temple of DFW

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Please complete the form below and submit for approval. Completed form must be emailed to maildrop@shirdisaidallas.org. Please allow 2 to 4 weeks for a response/approval.

Requestor: _____ Date Submitted: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Information: Ph. # _____ Email: _____

Alternate Contact: _____ Website (if applicable): _____

Federal Tax ID # (if applicable): _____

Event Description: _____

Event Date: _____ Day of Week: _____

Event Time: Start _____ End _____

Add Note if this is required for multiple days:

Priest Service Required: Yes/No

*Basement Hall: _____ (max capacity 200)

**Classroom 1: _____ (max capacity 30)

**Classroom 2: _____ (max capacity 15)

Number of guests expected: _____ Are you serving food: _____

[The basement facility is only available during temple opening hours from **8am to 9pm on Sat and Sun** and from **6pm to 9pm (3hrs) on Mon, Tue, Wed and Fri**. Basement is not available on **Thu** and during temple events. Check temple's website calendar for temple events]

[Event may be held up to eight (8) hours, including set up time. See Facility Rental Charts below]

[If your reservation has multiple consecutive days for the same type of room/hall, a 9% discount will be applied from day 2]

**Basement Hall rental will get access to Classroom 1 and Classroom 2 at no additional cost.*

***Classroom 1 and Classroom 2 can be rented individually.*

Instructions/Guidelines for Facility Use

1. The temple facility is available for use upon approval. The event should be Literary, Cultural, Spiritual, Religious, Devotional, Community based in nature for it to be considered for approval. Reservations are taken up to 180 days for the "Basement Hall" and 45 days for "Classrooms 1 & 2" in advance, on a first come basis. The facility can be used on a "As Is Basis". No professional decorations from outside vendors will be permitted. Simple permitted decors include backdrop, flower décor etc., maybe approved upon review.
2. The basement facility is only available during temple opening hours from 8am to 9pm on Sat and Sun and from 6pm to 9pm (3hrs) on Mon, Tue, Wed and Fri. Basement is NOT available on Thursdays and during temple events.
3. No fundraising during the event. Money cannot be collected for the event in the facility or outside.
4. Basement hall and Basement Classrooms are available depending upon the event. Typical events allowed in the basement include, pujas, spiritual discourses, yoga, meditation, vocal and dance arangetrams, Namakaran, Aksharabhayasam, Annaprasan, Half saree/dhoti, Upanayanam, Sasthiabthapurthi, Sadabhishekam etc.
However, temple will not allow any homas or havan as we don't have the infrastructure to exhaust.
5. Basement Hall rental will get access to Classroom 1 and Classroom 2 at no additional cost. Classroom 1 and Classroom 2 can be rented individually.
6. The basement facility has an audio system with 8 mics, 150 chairs and 100 mats. No performance style stage lighting is available. Outside equipment of any type is NOT permitted.
7. Kitchen is not available and is not included with the reservation. Catering of outside food is allowed as long it is vegetarian in nature.
8. During your event, access to the restroom must be provided to devotees attending the temple.
9. Temple priest services should be used to perform all rituals where applicable/needed. A separate donation will be applicable for priest services.
10. Please ensure that the basement event does not disturb the normal temple operations upstairs.
11. A non-refundable deposit (50% of the cost) is required at the time of approval. The remaining 50% must be paid at-least 1 week prior to the event. If you cancel your reservation with 14 days left for the event, you will forfeit the entire deposit. Cancellation with less than 7 days the event, you will lose the entire payment.
12. A refundable security deposit will be collected during all reservations per table below and will be returned in full if there are no damages and the place is returned clean at the end of the event. The requestor will ensure that all trash is removed properly. The facility including chairs, mats and tables should be returned to its original condition. If the temple incurs damages more than the security deposit, it will be recovered from the requestor responsible for the reservation. The security deposit will be returned within 2 weeks after the completion of the event.
13. All payments must be made using

Check → payable to "Sri Shirdi Sai Baba Temple of DFW"	Zelle → maildrop@shirdisaidallas.org	Cash
Venmo → Shirdisai-dfw	PayPal → maildrop@shirdisaidallas.org	Credit Cards

Please write "#Event #Requestor Name #Date" in the memo section for tax receipt purposes. All cash donations should be in an envelope with "#Event #Requestor Name #Date" written on top. This will also helps us to track the payments made for the event and any applicable refunds could be executed without delays.

14. Upstairs Dwarkamai/Chavadi is available only for Individual pujas as per Rental Chart.
15. Sri Shirdi Sai Baba temple of DFW reserves the right to refuse basement rentals services at any time.
16. Priest dakshina (donation) is based on the services provided as given below and is in addition to the facility rental fee given below Rental Charts.

Sathyanarayana/Sai Satya Vrata Puja - \$252	Upanayanam - \$351	Seemantham - \$153
Shastipurthi/Sadabhishekam - \$351	Wedding - \$504	All other pujas - \$252

Table 1: Basement Facility Rental Chart for Individuals

	Upstairs Dwarakamai/Chavadi 15 people max	Basement Hall (40' x 80') 200 people max	Classroom 1 (17' x 34') 30 people max	Classroom 2 (15' x 23') 15 people max
45 minutes	\$151	N/A	N/A	N/A
3~4 Hours	N/A	\$603	\$306	\$207
8 Hours	N/A	\$1008	\$504	\$306
Additional Hour	N/A	\$153	\$63	\$54
Refundable Security Deposit	None	\$500	\$250	\$150

Table 2: Basement Facility Rental Chart for Organizations

	Basement Hall (40' x 80') 200 people max	Classroom 1 (17' x 34') 30 people max	Classroom 2 (15' x 23') 15 people max
3~4 Hours	\$711	\$360	\$243
8 Hours	\$1188	\$594	\$360
Additional Hour	\$180	\$72	\$63
Refundable Security Deposit	\$500	\$250	\$150

Table 3: Basement Facility Rental Chart for Non-Profit Organizations

	Basement Hall (40' x 80') 200 people max	Classroom 1 (17' x 34') 30 people max	Classroom 2 (15' x 23') 15 people max
3~4 Hours	\$495	\$252	\$171
8 Hours	\$828	\$414	\$252
Additional Hour	\$126	\$54	\$45
Refundable Security Deposit	\$500	\$250	\$150

The undersigned applicant declares that all information is true and correct. The undersigned further agrees that they have read instructions/guidelines for facility use and agrees to abide by all the terms therein.

Signature: _____ Print Name: _____ Date: _____

Designation: _____

SSSBT OFFICE USE ONLY

<p style="text-align: right;">Form Received Date: _____</p> <p>Non- Refundable Deposit: _____ Payment Mode: _____ Date: _____</p> <p>Security Deposit: _____ Payment Mode: _____ Date: _____</p> <p style="padding-left: 40px;">Rent: _____ Payment Mode: _____ Date: _____</p> <p style="padding-left: 40px;">Refund: _____ Payment Mode: _____ Date: _____</p> <p>Signature of Approver: _____ Date: _____</p>	<p>Application Received: _____</p> <p>Application Approved: _____</p> <p style="padding-left: 40px;">Event Assigned: _____</p> <p style="padding-left: 40px;">Deposit Paid: _____</p> <p>Security Deposit Paid: _____</p> <p>Security Deposit Paid: _____</p> <p style="padding-left: 40px;">Rent Paid: _____</p> <p style="padding-left: 40px;">Facility Verified: _____</p> <p>Refunds Processed: _____</p>
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