

LKFCH Rental Policies, Procedures, Rules & Regulations

1. Hall reservations may be made 12 months ahead of the event. The hall shall be available from 6AM to 11PM throughout the year subject to availability on a first come first serve basis.
2. ICF members that are eligible to vote per ICF by-laws shall get a Five (5) percent fee discount for Hall rentals for their personal immediate family use only & shall not be allowed to rent on behalf of others. All others shall pay the full stipulated fees adopted by ICF Board.
3. LKFCH Manager/coordinator shall be responsible for Hall reservations.
4. Reserved dates are not considered confirmed until the signed agreement & a non-refundable reservation deposit has been received by ICF-LKFCH. Two (2) signed originals of the rental agreement along with the nonrefundable 50% reservation deposit shall be required. Remaining amount shall be paid at least fifteen (15) calendar days prior to the event. If the "non-refundable reservation deposit" has not been received and another party requests the facility for the same date, the first party will be offered the first right of refusal and will have three (3) calendar days to send in the specified deposit.
5. A refundable security and cleaning deposit shall be made at least 15 days prior to the event. This deposit shall be returned within 15 calendar days after event if premises are returned to its condition prior to rental. If additional cleaning is necessary to be done by LKFCH, costs for such cleaning will be deducted from the security and cleaning deposit.
6. Renter shall not advertise and/or publicize event & space prior to the signing and approval of rental agreement.
7. Parties requesting dates held but not yet confirmed by another group will be placed on a waiting list and subsequently notified in the order the requests were received.
8. If the event is cancelled a month before the date 25% of the deposit will be returned. The rest of the deposit will be forfeited.
9. If the event is cancelled two weeks before the event the deposit will not be returned. A credit may be given at the discretion of the Operating Committee if a future date is selected and is available in the subsequent 12 months.
10. Any event scheduled two weeks before the event shall be paid in full.
11. The six class rooms available may be reserved for small events. Class room space is considered available only if the main hall is free of any scheduled and/or reserved events. The fee for such events shall be paid in full.
12. LKFCH requires Event Insurance coverage of one million dollars for all events. Vendors retained for the event shall have General Liability for one million dollars and carry Workmen's Comp insurance. Copies of insurance coverage shall be provided to LKFCH at least 10 days prior to the event. If proof of insurance coverage is not provided as required, LKFCH will not allow event to be held at LKFCH. Upon written request from renter, Hall event manager may assist renter in securing Event Insurance for renter, provided cost for such insurance is paid by renter.

13. Renter is fully responsible for any damages caused by any person associated with the event under renter's agreement & supervision. Damages not covered by event insurance and if renter does not have separate liability coverage, renter will be held responsible for all event damages. The additional charges for event damages shall be included in the final invoice.
14. Renter shall be responsible for the conduct of their guests. Guests with unruly behavior will be ejected and/or requested to leave the premises. Law enforcement will be called as needed to assist and to safeguard the safety and security of everyone.
15. Event decorations shall be approved prior to execution. All decorations must be discussed with and approved by Event Manager. All decor and signage must be free-standing. Wedding decorations shall conform to the general ambiance of the hall. There shall be no alterations allowed to the existing facility. All decorations will conform to the fire safety code set forth by the fire marshal. Large fire during the wedding will not be allowed. A small fire will be allowed for the Hindu Religious Ceremony. Small candles will be allowed as long as the melted wax falls within the container. Decorations shall be pre-approved by the hall coordinator. It is the responsibility of the renter to ensure that decorations are properly transported in and out of the facility. LKFCH-ICF will not provide any additional labor or dollies
16. All decorating shall be done on the day of the event unless the event is in the morning in which case it may be done a day before with prior approval & subject to availability.
17. All decorative materials must be non-combustible and/or flame resistant in accordance with NEPA 701
18. Decorative materials may not be hung from any electrical fixture or the fire suppression system.
19. Colored water or any dyed liquids are not permitted in the building or on the premises.
20. Decorative materials may not be nailed, tacked, taped, or glued to any interior or exterior structure.
21. Decorating is the sole responsibility of the event renter. It is the sole responsibility of the event sponsor to provide any step stools or ladders required when decorating.
22. Due to limited storage facilities, all materials, equipment and decorations must be removed from the facility at event's conclusion.
23. No bird seed, confetti, glitter or any similar products are allowed to be thrown, scattered, distributed or displayed within the building or on the grounds.
24. Renter shall ensure that the property is cleaned after the event and left as it was before the start of the event. Spilling of oil or any other liquid shall be cleaned right away.
25. Rental fee does not include a security guard. It is highly recommended to have a security guard for events with more than 25 people. Additional fee will be charged to have a security guard for the event depending on the number of hours needed. One or more Security Officers may be required for all

events at the discretion of the Event Manager subject to activities, and number of guests. If requested by renter, LKFCH can arrange for a security guard.

26. Rental Fee does not include the services of a Valet Parking Service. Valet Parking shall be allowed provided the Valet Service Vendor retained for the event carries General Liability, Vehicle Liability with a minimum coverage of one million dollars. Valet Service shall also carry Workmen's Comp Insurance.
27. No personal fire arms or any other weapons will be permitted inside the facility. Only commissioned law enforcement officers will be allowed to carry fire arms on ICF premises.
28. There shall be an ICF-LKFCH coordinator/manager OR designated monitor present at all times during events.
29. Renter shall not tamper with any audio or video equipment during the event. It will be operated by trained technicians and the hourly Fee for the technicians shall be paid by the renter. Facility shall not be responsible for any equipment failure during an event.
30. No illegal drugs are allowed at any time on ICF premises.
31. No pets are allowed. Specially trained guide dogs for the hearing impaired or vision impaired shall be permitted within the building. Animals may participate in outside ceremonies provided they are properly housed and cared for before, during and after the event.
32. Access to LKFCH will be provided on the day of the event for decorating and event set-up. Specific times must be approved by the Event Coordinator.
33. Guests will not be permitted to enter the building until thirty (30) minutes prior to the event starting time specified in the Event Agreement.
34. All guests and other event participants must vacate the building and leave the premises no later than thirty (30) minutes after the events end as specifically scheduled in the Event Agreement.
35. Renter shall indemnify and hold harmless the ICF-LKFCH from and against any and all claims, costs, expenses, and/or liability for damages to person or property arising from or relating to the use or occupancy of the Event Center by renter during the rental period or permitted to be done by the renter in or about the Event Center, or otherwise resulting from any breach or default in the use of renter's obligations under this agreement, including attorney's fees and court costs.
36. All food services shall be provided by a LKFCH approved caterer unless otherwise specified in the use agreement. Caterers are employed and/or contracted directly by the event sponsor. Event sponsor agrees to indemnify LKFCH from any liability or responsibility related to the actions of caterer providing food services.
37. Should inclement weather conditions arise or be anticipated that would make it unsafe to continue the operations of LKFCH, management may elect to close the facility. In the event of a cancellation, the Event Center will notify renter of the cancellation in an appropriate and timely manner and make an active effort to reschedule the event with the renter.

38. The event host must not admit to the LKFCH Hall more persons than the building can accommodate, as determined by Federal, State and Municipal fire and safety laws. The legal capacity for the Hall is 450. The final guaranteed guest count must be submitted no later than fifteen (15) days prior to the scheduled event.
39. Deliveries and pick-ups will not be permitted outside of scheduled times. All times for deliveries and pick-ups, as well as the name of the responsible vendor, must be detailed on the Event timeline. Due to security requirements, deliveries and pick-ups not so listed may be turned away. Renter must be on-site to receive and move all deliveries into event spaces. No staging/stacking of event décor, or equipment is permitted in the hallways. Vendors must bring their own hand trucks and dollies.
40. Renter is responsible for all set-up and breakdown in the LKFCH Hall. Fire codes and regulations regarding exits and entrances must be adhered to. Doorways must not be obstructed nor emergency exit signs obscured.
41. LKFCH shall not be responsible for lost or stolen catering supplies, equipment or any other property which is the sole responsibility of the renter.
42. A pre-inspection of the space will be conducted to identify any/all existing conditions. LKFCH must be returned to the condition in which it was given to renter. Renter is responsible for cleanup and removal of waste material. All trash must be deposited in the trash containers or removed from the premises entirely. Trash or remains that cannot be vacuumed must be picked up from the floor and disposed.
43. WIFI is available for renters; however, renter may not connect wireless access devices, switches, routers, or hubs to the LKFCH network without prior approval from Event Manager/coordinator.
44. LKFCH must review and approve in advance all proposed logistical plans. Vendors must submit logistical plans, a list of all sub-contracted vendors and suppliers as well as a floor plan to LKFCH indicating locations of all decor, tables, musicians, floral arrangements, lighting, A/V equipment, displays, banners, signs, and/or other equipment. LKFCH reserves the right to reject plans that it deems to be hazardous or otherwise problematic to the safe and proper management of the premises or that affect the presentation of the building or the exhibitions.
45. Unannounced or unaccompanied vendors or individuals are not permitted to enter the Event space. Site visits may only be conducted with an event manager and are subject to availability. Appointments must be made to conduct a site visit. LKFCH Management recognizes the importance of viewing the site during the event planning process. However, please keep these visits to a minimum by having all subcontractors join in one visit, rather than several.
46. Kitchen facilities shall be handled only by adults (Age 18 or above). No children will be allowed inside the kitchen facility. It is strongly encouraged to have licensed caterer to handle the stove and other hot equipment in the kitchen. Any stored material inside the refrigerators shall be removed as soon as the event is over. Any leftover items will be discarded and a fee shall be charged to discard leftover items. Garbage and trash shall be collected and tied in double plastic bags and properly deposited in the dumpsters. KITCHEN SHALL BE MOPPED IMMEDIATELY FOLLOWING THE EVENT. Kitchen

stove top and all other facilities in the kitchen shall be wiped down to remove grease and other stains and left clean & spotless.

47. For small events in the class rooms, kitchen will be allowed only for warming purposes. No cooking will be allowed.
48. Food prepared from home will be allowed for warming and refrigeration only. This should be removed as soon as the event is over. Otherwise, it will be discarded and a fee shall be charged to discard leftover items
49. Renter and/or renters caterer shall provide all required dishes, cooking implements, garbage cans and liners, cleaning supplies, dollies, hand trucks, etc.
50. LKFCH is equipped with state of the art AV equipment, screen and projector and will provide an AV technical engineer for basic use of equipment for an hourly fee.
51. Outside priests will be allowed to conduct weddings & other personal poojas.. However, it is strongly encouraged to use the ICF priests for wedding and other religious Hindu Ceremonies.
52. Rental Fees paid to LKFCH-ICF are not tax deductible.