

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(December 6, 2019)

Part II

4. Facility Usage/Rental Committee (BOD)

*Om ye bhutam, chbhavyam, chsarvam, yaschadhishtathi,
sarvasyechkaevlam, tasmajejyeshtayeBrahmnenamae.*

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

4. Facility Usage/Rental Committee (BOD)

Mission

The premises of a faith-based institution are looked up with reverence by the community at large who visit the place for conducting pujas, receiving blessings, listening to spiritual discourses, learning scriptures, and engaging in rewarding health related, social and cultural events. The mission of the Facility Usage committee is to see that the space is fairly and optimally utilized in meeting the various and varied needs of the community. If the space is given for paid usage to an external group, the objective of the Committee is to see that the proposed activity meets the expected social and ethical standards of the society and does not pre-empt an already scheduled or anticipated regular internal event.

Membership

The committee shall include a minimum of three members plus others involved should be the board members and facility's employees.

Premises for Use for Internal and Sponsored Programs

- Temple Hall and priest services expense
- Main Hall
- Meditation (Sai) room and all flex rooms
- Learning Center

Roles and Responsibilities

There are many categories of events that are held at HSNC (see Appendix, A8, 'Facility Usage Policy' for details). These include (1) regular pujas, bhajans, recitations and Aartis, held daily, weekly or monthly, (2) annual cultural and religious and social programs organized by the society, (3) other similar events allocated for holding by HSNC affiliated groups, (4) educational classes and camps organized for youths year round as well as additional during summer, (5) fully sponsored (paid usage) programs held and managed by private groups and individuals, and (6) any practice sessions that may be required for a program. All of these and other programs held on the premises require careful planning, coordinating and managing. The major part of the roles mentioned fall on the shoulders of the Facility Usage committee. The responsibilities involved include elements that are common to all activities held at HSNC (General) as well as those that apply mostly to sponsored (Paid Usage of Facilities) programs.

A. General

1. At the beginning of year and before April 1st, and for the whole year, schedule on the calendar the known regular and traditional religious activities performed in the Temple.

2. Interact with the various committees and groups, alluded to above, including the two boards, and schedule as best as possible the other anticipated activities routinely held (weekly, monthly and annually) on the campus, some involving the use of facilities by affiliated groups.
3. From here on, HSNC usage, marriage/receptions, then first come and first serve basis, make the space available to the community at large for paid usage for programs that meet and are consistent with HSNCs mission, policies and standards. (See the section, “Paid Usage of Facilities,” below).
4. Develop priest services charges for temple rental with priest services whether used or not.
5. Develop a ‘usage fee’ charge sheet that is well justified and fair and post it on line and at premises. (See Forms A9 and A11 in the Appendix)
6. Maintain the highest atmosphere of goodwill for the internal and the external users, alike.
7. Regularly review the conditions of the HSNC buildings, grounds, utilities and infrastructure to ensure their adequacy in supporting the programs to be conducted, with particular attention given to safety, hygiene and comfort
8. Evaluate space usage, logistics, and need as they relate to both the current and immediate future operations
9. Work closely with the financial committee in handling bills and expenses
10. Prepare a summary along with recommendations for submission to the BODs as a semi-annual and annual report.

B. Paid Usage of Facilities

1. Maintain and publicize the ‘paid-usage’ policy, priest services charges and usage priority guidelines
2. Develop and apply a process for ‘paid-usage’ of HSNC premises including the flow of information and approval.
3. Consistently apply the ‘paid-usage’ policies and guidelines for all such events/activities
4. Confirm and enforce good ‘paid-usage’ policy through random audits
5. Maintain and publicize a calendar and schedule for ‘paid-usage’ of various HSNC assets
6. Maintain facility use fees concurrent with the market while promoting HSNC mission
7. Maintain facility use contractual forms with terms and conditions
8. Maintain usage contract checklist for discussion, checking-in, and checking-out
9. Maintain any memorandums of understanding that are applicable
10. Maintain hazard-free access to facility spaces for checking-in and checking-out by users
11. Learning Center renters will be given reserved parking when there is another large event. Learning center users will be given advance notice so they can carpool.