



HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

Temple Facilities Rental Information

- The **Hindu Temple of Eastern Iowa** is a public use facility for those who support the mission of the Temple & abide by its [Articles of incorporation](#), [By-Laws](#) & [Guidelines](#) for social, cultural, educational & religious purposes.
- Events such as religious or non-religious events, birthday, wedding, anniversary, cultural, fundraising etc. can be held with prior permission & by providing all required information- questions marked with * is mandatory and required to be filled in otherwise the facility rental request will be rejected.
- The Temple Executive Committee (EC) may reserve certain days of the year for specific religious festivals & thus limit temple facility use during those days. Please refer to the religious calendar on temple website or call/email facilities for available dates.
- Temple's programs receive priority over requested services. Please check the Temple [calendar](#) and [events](#) to see if there are any conflicts with your proposed program.

For additional information and availability:

Click | <https://www.iowahindutemple.org>

Visit | 1700 Naoma Dr SW, Cedar Rapids, IA 52404

Email | econtact@iowahindutemple.org

The fee for each event category is as listed below. All fees are subject to changes by the Temple Executive Committee without notice. ***You may donate to Temple in addition to the specified Temple Fees (Your donations may be eligible for tax deduction).***

Type#	Booking Type	Event Type	Kitchen & Dinning (4 hours) ¹	Prayer Hall with priest services (4 hours) ¹	Deposit ²
1	Facility Only	Private Group	\$220	Not Available	\$200
2	Facility with Priest/Pooja Service	Private Group	\$220	Varies, link to Services	\$200
3	Facility with Priest/Pooja Service	Public Event	FREE	FREE	\$200
4	Facility Only	Cultural/Youth/Educational – Public ³	FREE	FREE	\$200
5	Facility Only	Cultural/Youth/Educational - Private	\$220	Not Available	\$200
6	Facility Only	Commercial or Non-Profit Fundraising	\$320	Not Available	\$200

¹ After first 4 hours of use, additional hours are charged \$75 each. The organizers shall provide all items including cutlery. No cooking is allowed in kitchen.

All personal items from refrigerator must be emptied.

² Add \$100 towards audio (Optional) and add \$100 towards Projector (Optional)

³ All donations or funds collected during open to community events would go to Temple Maintenance

Event Details and Contact/Billing Information

Questions prefixed with * are mandatory and required to be filled in.

*Requestor Name	
*Booking Type	
*Event Type	
*Event Details	
*Event Date	
*Event Start Time	
*Event End Time	
Rehearsal Date/time	
Décor/Setup Date/Time	
*Billing Address	
*Telephone	
*E-mail	
Additional Information	

Pooja Service Details (if applicable for the Event Type):

Click | <https://www.iowahindutemple.org/services> to submit a Pooja Request if you have not done so already.

For a Facility with Priest/Pooja service Booking Type, it is recommended that you submit the Pooja Request first and get confirmation notice prior to submitting this form.

In the Pooja Request form under Additional Information please do mention that you will also submit a Temple Facility Reservation form.

Questions prefixed with * are mandatory and required to be filled in.

*Have you submitted the Pooja request yet?	
*Full Name under which the Pooja was or will be requested	
*Pooja Service	
*Pooja Time	

Deposit and Fees

Refer to Fees table in the first page to fill in the appropriate amounts, enter \$0 where not applicable.

*TOTAL Deposit	\$
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Temple Fees are due at the completion of the event:

A. *Kitchen & Dining	\$
B. *Priest/Pooja Service Temple Fees (Refer to Pooja confirmation Notice)	\$
C. *Audio/PA System	\$
D. *Projector	\$
E. *Extra Hours	\$
TOTAL FEES(A+B+C+D+E)	\$

Agree and Sign

I/we agree to abide by the Articles of Incorporation and By-laws of the Hindu Temple Association of Eastern Iowa. I/we have read guidelines for temple facilities use and agree to follow the instructions listed in the guidelines. We will clean the facility and keep all items and objects in the place they were before leaving the premise.

Organizer's Signature: _____ Date: _____

Please email this completed form to econtact@iowahindutemple.org

The **Subject Line** of the email should say (Include as shown *Your Name* and *Date the reservation is needed* for): **Temple Facility Reservation Request-Your Name-Date Needed**

Deposit is due after the event is approved by Temple EC's Programs & Facilities Chairpersons and a confirmation notice is sent out.

Only personal checks are accepted for deposit. Please hand-off the check at the front desk at the Temple or mail to **PO Box 10573, Cedar Rapids, Iowa 52410-0573**

The deposit check will be returned after the event if the facility was not damaged and cleaned thoroughly.

On the day of your event, if for some reason you must reach the current Facilities and Maintenance Committee of the Temple Executive Committee(EC) or any of the other EC members then please lookup their contact information at this [link](#) on our website.