



India Association of San Antonio

(A nonprofit Organization # 74-2088488)

Mailing Address: PO Box 5498, San Antonio, TX 78201
Community Center : 9114 Summerwind, San Antonio, TX 78217
www.indiasa.org E-mail: community@indiasa.org

COMMUNITY CENTER—RENTAL AGREEMENT FORM

Name of the Organization / Person :

Are you a member of IASA : Yes No

Were you referred by any IASA Member Yes No

If yes, Please give the name of the IASA Member :

Address :

Telephone Number (s) :

Number(s) to call in case of emergency :

Please indicate the date, time and period of the rental :

Date..... From.....AM/PM To.....AM/PM

Regular rental period or working hours of the CC are from 7:00 AM to 11 PM. Extra one hour will be given for cleaning purposes. Rentals on non-working hours need to be approved by IASA President or CC Team.

Security Deposit
Rental Fee Members Non-Members

Purpose for renting (Please mark the appropriate box):
 Community Event Personal/ Family Event

Approximate number of people attending the event :

Will you be using the Kitchen Facilities Yes No

Will you be using the patio : Yes No

Will you be using the PA/Sound System Yes No
(if yes, additional \$50 will be added to the rental charges)

Will you be using the office room Yes No
(if yes, additional \$50 will be added to the rental charges)

I/we acknowledge the receipt of the check list and the rental agreement. I/we fully understand all the provisions of the agreement and the obligations and responsibilities of each party, as spelled out herein. A check for \$250 is enclosed as security deposit.

.....(Signature of the Renter)

Rental Information communicated to IASA President CC Chairman Secretary Sylvia



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COMMUNITY CENTER—RENTAL RATES

IASA Community Center is located in the northeast part of San Antonio, in a sprawling 4.2-acre lot, easily accessible from several major highways. This facility is ideal for small to medium size gatherings that can accommodate up to 250 persons. The Center comes equipped with full kitchen, a good sound system, and of course, several hundred chairs and tables for use by the renter.

Rental Day	Member	Non-Member
Monday—Thursday	\$ 325	\$ 425
Friday—Sunday	\$ 375	\$ 475

**** Rental Fees include Arranging/Stacking Chairs/Tables**

Note:

1. Security deposit will be \$250 ; Checks Payable to "IASA"
2. Mail checks to " IASA , PO Box 5498, San Antonio, TX 78201 "
3. No Cash will be accepted by Sylvia for Deposit, Rental Fees or Cleanup Services.
4. Special rates available for multiple rental agreements
5. Rates for any other specific time window available upon request
6. Rate for hall/additional services will NOT be prorated based on actual length of rental time
7. Any exception to rental rates to be approved by IASA President or CC Team.

Rate for additional services (applies to any rental time or day)		
Service	Rate	
Sound system	\$ 50	
Projector + Screen	\$ 50	

For Reservations Contact :

Yatish Jakatimath @ 956-857-1201
Gary Patel @ 210-834-2586
community@indiasa.org



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COMMUNITY CENTER—RENTAL AGREEMENT CHECKLIST

- ◆ Renter agrees to assume all responsibility for actions taken by any person entering the property. IASA will hold Renter solely responsible for all damages to property or for violations against this rental agreement.
- ◆ Renter should take full responsibility if liquor is served to the guests during the rental period. IASA is not responsible or liable for any of the actions by Renter or their guests.
- ◆ The Renter shall use customary diligence in care of the Premises. The Renter is encouraged to treat this as their home and keep the premises clean. The Renter acknowledges responsibility for any damages caused by their negligence and that of their guests or invitees.
- ◆ Renter agrees to keep the premises as clean and safe as the condition of the premises permit.
- ◆ Use of adhesive tape, glue, pin or any sticky substance on any wall inside the hall is absolutely prohibited. In other words, temporary hanging of any banner or poster on any wall is NOT allowed. Paint, fixtures or trim on the walls MUST NOT be dented, scratched or damaged in any fashion. Failure to adhere to this ordinance will result in forfeiture of the entire security deposit. (Initial of the Renter)
- ◆ Renter shall dispose of all rubbish, garbage, and other waste in the garbage disposal bin located in the premises in a clean and safe manner unless paying for cleaning service.
- ◆ Renter shall use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning, and other facilities and appliances in the premises. Renter not deliberately or negligently destroy, deface, damage, impair, or remove any part of the premises or knowingly permit any person to do so.
- ◆ Renter conducts himself/herself/themselves in a manner that will not disturb the nearby residential neighborhood. Any kind of loud noise/music that may disturb nearby neighborhood is not allowed.
- ◆ Renter warrants that he/she will meet above conditions in every respect, and acknowledges that failure to perform the obligations herein stipulated will be considered grounds for loss of any or all deposits.
- ◆ The Renter has deposited with, and IASA acknowledges the receipt of \$ 250.00 as a Security Deposit. This Security Deposit is to guarantee the return of the Premises to IASA in the same or better condition as when accepted by the Renter, and to satisfy any obligations of the Renter, as specified herein the Rental Agreement. Satisfactory compliance with this section includes removing all trash and belongings of the Renter. If any provision of this Lease Agreement is violated, the Security Deposit is forfeited. The Security Deposit is to indemnify the IASA against damage and/or loss of value as a result of the Renter's action, mistake, or inaction during the term of occupancy. The Security Deposit may not be applied by the Renter as and for payment of any rent due the IASA. Should the Renter be responsible for damage and/or loss of value to the Premises greater than the value of the Security Deposit, the Renter hereby agrees to reimburse the IASA for such loss immediately upon the presentation of a bill for said damage and/or loss. IASA shall return the balance of said Security Deposit, if any, to the Renter upon return of keys. The Security Deposit must be paid in full prior to Renters using the building.
- ◆ Renter hereby agrees to accept the property in its present state of cleanliness. They agree to return the property in the same condition or better, or pay a minimum of \$150 cleaning fee to cover IASA costs for having the property professionally cleaned. If IASA notifies Renter to clean up the property at any time, and the Renter neglects to do so, IASA will charge the Renter a minimum \$150 cleaning fee.

.....(Initials of the Renter)

- ◆ Cleaning of the premise should be completed by the end of the rental period. Cleaning on the next day or after the end of the rental period will be considered as violation of the agreement and the security deposit will be forfeited.
- ◆ Renter agrees not to put or pour any debris, grease, paper towels, Q-tips, newspaper, food, or any other matter in the sink drain or toilets. Renter agrees to pay the ENTIRE AMOUNT on bills for all sewer cleaning services resulting from clogged pipes/ sewer back-up.
- ◆ Renter also agrees clean-up the melted wax from the floor if candles are used during the rental period. Additional cleaning charges will be imposed if the candle wax is not removed from the floor.
- ◆ IASA will provide 4 garbage bags of 55 g size and 4 garbage bags of 33 g size. Renter agrees to bring their own supply of additional garbage bags, if needed. IASA will provide sufficient quantity of paper towels and toilet papers for the facility during the rental period. However, Renter is encouraged to bring additional supplies depending on the number of expected guests and period of rental.
- ◆ Renter must not overload electrical circuits. Only two electrical operated items may be plugged in any electrical receptacle.
- ◆ Renter should wash the dishes only in the kitchen sink or at the sink located in the patio. Please seek the permission of the IASA representative for using other locations.

.....(Initials of the Renter)



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- ◆ If anyone removes any property belonging to IASA without the express written consent of IASA, this will constitute abandonment of this Rental Agreement.
- ◆ The Renter agrees to hold the IASA harmless from any liability by reason of personal injury to any person and for property damage occurring on or about or connected with the Premises or resulting from the Renter use thereof. The Renter hereby acknowledges this and agrees to make no such claims for any losses or damages against the IASA.
- ◆ A Check List has been provided for the Renter's use. IASA warrants that all major systems will be functional and in good repair at time of possession. Light switches, wall plugs, doors, windows, faucets, drains, locks, toilets, sinks, heater, etc., will either be in working order or notice will be made of any nonfunctioning appliance or facility. Renter is encouraged to report any necessary repairs, no matter how slight, in writing. Those items will be scheduled for repair/replacement at regular intervals.
- ◆ Entire Security Deposit (\$250) will be forfeited if any key to the premises is not returned within 12 hours after the end of the rental period.
- ◆ In the event of violation of this rental agreement/contract by the renter, IASA reserves full right to forfeit any amount or all money from the security deposit. Amount of such deposit shall be determined by the nature and severity of the violation by the party. For that purpose, IASA solely by its own interpretation will determine extent and nature of violation. Verbal communication to the renter/party will be deemed sufficient to notify on violation of the agreement. IASA will not provide any documented proof on the nature or extent of violation.
- ◆ In the event the any amount from security deposit is forfeited for the violation of the rental agreement, IASA at its sole discretion reserves right to either 1) deny renting of the facility to the party in future or 2) require higher (than \$250) security deposit amount.

CHECK LIST FOR RENTER AFTER THE USE OF THE FACILITY

- ◆ Switch off all the lights in the kitchen, main hall, playground area, patio, office (if used).
- ◆ Make sure that the PA system cabinet is locked (if used). Make sure that Amplifier, cassette/CD player are in working order.
- ◆ Throw all the garbage bags in the garbage dumpster available in the premises unless paying for Cleaning service
- ◆ Check to see if all sinks, faucets, toilets are functioning well and not clogged.
Flush all the toilets (Very important)
- ◆ Keep all the chairs and tables well stacked in their original location unless paying for restacking service

I/we acknowledge the receipt of the check list and the rental agreement. I/we fully understand all the provisions of the agreement and the obligations and responsibilities of each party, as spelled out herein.

Accepted this _____ day of _____

Representative of IASA (Name & Signature) Renter (Name and Signature)

For Office Use only: Deposit amount:.....:Check Number & Date:.....
 Total amount of the Rental charges:
 Deposit amount returned to the renter:.....Date:.....
 Keys given to renter : Main door Office room Audio equip locker Storage room
 Signature of IASA Representative:..... Date: