

FACILITY USAGE REQUEST FORM – ARYA SAMAJ MANDIR/VEDIC CULTURAL CENTRE
(To be submitted 4 weeks in advance of the event date for approval)

Delegation of:	<input type="checkbox"/> <u>TORONTO ARYA SAMAJ</u>	<input type="checkbox"/> <u>ARYA SAMAJ MARKHAM</u>
Date Required (DD:MM:YYYY):	_____	
Time of Event:	From: _____ AM/PM	To: _____ AM/PM
Event Name/Title:	_____	
Brief description of event:	_____	
Access Areas:	<input type="checkbox"/> Upper Main Hall	<input type="checkbox"/> Lower Hall <input type="checkbox"/> Kitchen
Equipment needed:	<input type="checkbox"/> PA/Audio	<input type="checkbox"/> Visual/TV

Name of Contact Person:	_____
Contact Person Email:	_____
Phone/Mobile number:	_____
Date (DD:MM:YYYY)	_____
Signature:	_____

Please note that:

- Application needs submission 4 weeks in advance of the event date for approval by the Board of Directors or delegated Committee responsible for event reservations.
- Facility usage reservations are subject to final confirmation by the Board of Directors or delegated Committee responsible for event reservations. The Board reserves the discretion to cancel reservations at anytime.
- Please confirm your reservation with the Board of Directors or delegated Committee responsible for event reservations, at least 7 days before the event date to confirm use of space.
- If any or part of the Vedic Cultural Centre Facility are in use by prior authorization, the Board of Directors, or its representative(s) may request that the area in which you are holding your event be vacated if the specifications of your event area coincide or overlap with the requirements of those of any other events. Events are required to be completed by the specified time unless appropriate authorization is given for an extension.
- **No food and drinks are allowed inside the upper main hall.**
- **Alcohol and non-vegetarian food are strictly prohibited while on the premise.**

To be completed by Facility Management/Event Reservation Committee	
Assigned areas:	_____
Reserved by:	_____

FACILITY USAGE REQUEST FORM – ARYA SAMAJ MANDIR/VEDIC CULTURAL CENTRE
(To be submitted 4 weeks in advance of the event date for approval)