



San Jose Buddhist Church Betsuin

640 North Fifth Street

San Jose, CA 95112

Fax: (408) 293-0433

READ FIRST

Thank you for applying for facilities usage at the San Jose Buddhist Church Betsuin. Please read all the following information in the application carefully, as there are legal requirements and fees that must be met. Please keep this cover page and three (3) of the application and a copy of page two (2) as they are for the applicant's reference only. Pages two (2) four (4) and five (5) of the application must be completed and accompanied with a detailed summary of the event (further details on page four (4) of application), then either mailed or faxed (Hand signature required. No online submissions allowed at this time.) to the San Jose Buddhist Church Betsuin Office for review and approval by the Betsuin Board of Directors. If applicant has any questions in regards to application, please contact the current Facilities Scheduler at the Betsuin office: (408) 293-9292 or facilities@sjbetsuin.org

Namo Amida Butsu

San Jose Buddhist Church Betsuin Application for Use of Betsuin Facilities

The building and facilities of the San Jose Buddhist Church Betsuin (Betsuin) are intended primarily for the religious needs of the temple and the activities of its affiliated organizations. When not in use for these programs, the grounds, buildings, and facilities may, at the discretion of the Betsuin, be reserved by non-Betsuin individuals and/or non-Betsuin affiliated groups for social, cultural, civic, or recreational activities.

The Betsuin reserves the right to restrict the availability of its buildings, grounds and facilities and specifically reserves the right to cancel reservations or to make other arrangements upon reasonable notice if the facilities are needed by the Betsuin or a Betsuin-affiliated organization. This provision is not intended to obligate the Betsuin to find an alternate site for any activity or event which may be cancelled because the facility is needed by the Betsuin or one of its affiliated organizations.

Conditions of Reservations-these procedures, regulations and rules apply to any use of Betsuin facilities (please initial each line item):

- _____ 1. **No activity shall begin before noon on Sundays, except by the prior written approval of the Betsuin Board of Directors.**
- _____ 2. Buildings and facilities may be reserved until 10:30PM only.
- _____ 3. No Smoking. Must be 25 feet away from the any doors.
- _____ 4. Non-Betsuin users must make a written application to the Betsuin Board of Directors at least two (2) months in advance of the event.
- _____ 5. Applications for use by a youth group must be signed by an adult sponsor.
- _____ 6. The applicant shall be notified of the approval or disapproval of his/her application.
- _____ 7. It is recommended that a representative of the organization appear before the Board.
- _____ 8. During the same time frame send any advertisements for the event to the Betsuin for review prior to distribution.
- _____ 9. Payment: Checks shall be made payable to *San Jose Buddhist Church Betsuin*. However, any fees or deposits paid less than two (2) weeks prior to the event must be paid by cash, cashier's check or money order.
 - a) The deposit is required for final confirmation of the reservation. Deposit(s) shall be paid within two (2) weeks after confirmation of application approval of the requested event.
 - b) All final payments must be paid at least two (2) weeks prior to approved requested event. If final payment is not paid by payment deadline, the San Jose Buddhist Church Betsuin has the right to cancel applicant's requested event with no refund.
 - c) In the event of cancellation of the event due to San Jose Buddhist Church Betsuin religious services or events taking precedence, applicant shall receive a full refund of all sums deposited.
- _____ 10. The Betsuin Board of Directors may impose such conditions and restrictions on activities and uses which in its absolute discretion are of a hazardous nature endangering life or property, or which are not consistent with the interests of the San Jose Buddhist Church Betsuin.
- _____ 11. Any use of the lots for anything other than parking must be approved by the Board. We reserve the right to restrict lot use for Betsuin activities.

San Jose Buddhist Church Betsuin Application for Use of Betsuin Facilities

- _____ 12. All applicants shall provide the following:
- a) **Certificate of liability insurance coverage naming the San Jose Buddhist Church Betsuin as a named insured with coverage limits in a sum not less than \$1,000,000.** Certificate of liability insurance, naming the San Jose Buddhist Church Betsuin as a named insured, must be turned into the Church office at least two (2) weeks prior to the date of the approved event. If not, the Betsuin has the right to cancel the event.
 - b) **Serving of alcoholic beverage on Betsuin property requires an additional "one-day event" policy (liquor liability insurance) for \$1,000,000.**
- _____ 13. Procedure of key check-out and return:
- a) Deposit required: \$10.00
 - b) Arrangements shall be made with Betsuin office, Monday-Friday, 8:30AM-5:00PM.
- _____ 14. Cancellation of reservations must be made at least 72 hours (3 days) in advance or deposits made and fees paid will be forfeited. A minimum service charge of \$75.00 will be assessed for any cancellation.
- _____ 15. Fee schedule:
- _____ a) Cleaning/damage deposits will be required. If food or beverages will be served, or if decorations will be used, the deposit shall be \$200.00. For all other users, the deposit shall be \$75.00.
 - _____ b) *If your group requests use of the sound AV equipment there will be an additional damage deposit of \$300.00.
 - _____ c) Will your group need additional trash pick up? (Will your event most likely fill or over-fill the Betsuin Church Dumpster? All trash and recyclables must fit inside the dumpsters.) If yes, there will be a \$134.18 extra service charge, required by Betsuin's trash pick-up provider, "Republic Services". If applicant declines additional trash pick and trash exceeds the capacity of the dumpster, the fee would be equivalent to the extra service charge of \$134.18.
 - _____ d) If security is needed as determined by the Board, the applicant shall be required to provide and pay for any such security service.

San Jose Buddhist Church Betsuin Eco-Sangha Guidelines for Facilities Use

We encourage:

- 1) The use of paper products rather than Styrofoam or plastic
- 2) The use of compostable utensils and non-plastic bags
- 3) The use of bamboo chopsticks rather than wood
- 4) The use of tap water rather than bottled water (use available pitchers in temple storage)
- 5) Recycling items in appropriately labeled containers
- 6) Reducing use of non-recyclable products (e.g. use washable plates & utensils available in temple kitchen).

We recognize that we are inter-connected with all life. From this position of Oneness we ask what we can do for our environment. Let us be earth friendly. Thank you for your help and cooperation!

**San Jose Buddhist Church Betsuin
Application for Use of Betsuin Facilities**

BETSUIN STANDARD FACILITY RATES

A minimum of 2 hours required for facilities rental.

Friday, Saturday & Sunday

Friday Hours – 5:00pm to 10:30pm
Saturday Hours - 8:30 am to 10:30 pm
Sunday Hours – 12:00 pm to 10:30 pm

GYM/MPR/KITCHEN	MPR/KITCHEN ONLY	GYM/STAGE ONLY (tables,chairs,PA)	6 th Street Building	GYM OR CLASSROOMS ONLY
\$150.00/hour	\$100.00/hour	\$60.00/ hour	\$50.00/hour	\$25.00/hour

Monday – Friday Afternoon

Monday – Thursday Hours – 8:30 am to 10:30 pm
Friday Hours - 8:30am to 5:00pm

GYM/MPR/KITCHEN	MPR/KITCHEN ONLY	GYM/STAGE ONLY (tables,chairs,PA)	6 th Street Building	GYM OR CLASSROOMS ONLY
\$75.00/hour	\$45.00/hour	\$35.00/hour	\$25.00/hour	\$20.00/hour

Special AV EQUIPMENT/SUPPORT¹

Audio and Visual Deposit	\$500
Audio Deposit	\$300

¹To use the A/V Equipment, a separate refundable check is required. After the event, we will inspect the equipment and make sure everything is in working order and return your check. Technical support is available at an additional rate of \$25/hour with a minimum of 3 hours.

²Payment must be made to the Tech Support person.

*Hours include preparation/setup/event/cleanup

Previous day preparation or setup time is included in overall rental time rates.

Unless the facility is unscheduled, all previous day set-ups must start after 9:00 pm in the evening. Please schedule accordingly.

San Jose Buddhist Church Betsuin Application for Use of Betsuin Facilities

***In addition to pages two (2) four (4) and five (5) of application, all applicants are required to include, a maximum of two typed pages, a detailed and concise explanation of their event. (A copy of applicant's Certificate of Liability Insurance must be turned in at least two (2) weeks prior to the approved event).**

*Applicant (group/organization): _____

*Contact Person: _____

*E-mail Address: _____ *Primary Telephone#: _____

Mailing Address: _____ Secondary Telephone#: _____

_____ Fax#: _____

*Title of Event: _____

*Brief Explanation of Purpose: _____

Please use spaces provided. If needed, attach additional typed dates to this form:

*Requested Facility(s): _____

*Requested Date: _____

*Requested Time:

Prep: _____:_____ to _____:_____

Event: _____:_____ to _____:_____

Clean Up: _____:_____ to _____:_____

Requested Facility(s): _____

Requested Date: _____

Requested Time:

Prep: _____:_____ to _____:_____

Event: _____:_____ to _____:_____

Clean Up: _____:_____ to _____:_____

*Total amount of Hours: _____

*Anticipated Attendance: _____

*Admission Charge?: YES _____ NO _____ If yes, state amount: \$ _____

*Extra trash pick up required: YES _____ NO _____

Special equipment/personnel needed: _____

San Jose Buddhist Church Betsuin

Application for Use of Betsuin Facilities

Applicant represents that he/she has binding authority on behalf of _____
(name of organization)

to enter into this contract for use of the San Jose Buddhist Church Betsuin facilities.

Applicant agrees to abide by the Facilities Use Regulations and Rules promulgated by the San Jose Buddhist Church Betsuin (Betsuin). Use of the facilities shall be contingent upon approval of the Betsuin's Board of Directors and receipt of the required certification of insurance.

Applicant agrees to fully reimburse the Betsuin for damage to its property occasioned by or arising out of the requested use. Applicant acknowledges that the Betsuin is not responsible for any accidents, injury or loss of individual property in its buildings or on or about its property. Applicant agrees to hold the Betsuin harmless from any claim for damage, injury or loss.

Applicant agrees to strictly observe the date and time requested. Should it become necessary to extend the hours beyond those requested in this application, permission must be obtained from the Betsuin's Board of Directors or its designee, in writing. Additional charges will be levied.

Should a conflict with a Betsuin-sponsored activity or use occur for use of the requested facility, the Betsuin-sponsored activity or use will take priority.

Applicant declares that to the best of the applicant's knowledge, the use of the requested Betsuin facility will not involve the commission of any act intended to advocate or further any program or movement advocating the overthrow of the government of the United States of America or the State of California by force, violence or other unlawful means, and is not an organization required by law to be registered with the Attorney General of the United States.

Applicant declares under penalty of perjury under the laws of the United States of California that the foregoing is true and correct and that this application is executed on _____ at _____, CA.

Name of Organization: _____

Print name and title: _____

Applicant Signature: _____

San Jose Buddhist Church Betsuin
Application for Use of Betsuin Facilities
For Office Use Only

REQUIRED DEPOSIT:

_____ KEY(S): _____ \$ _____

_____ CLEANING/DAMAGE \$ _____

*TOTAL DEPOSIT AMOUNT: \$ _____ DUE DATE: _____ (Deposit is subtracted from total charges)

AV EQUIPMENT/SUPPORT

_____ AUDIO DEPOSIT: Received on: _____

WAS DEPOSIT RETURNED: YES OR NO IF SO DATE RETURNED: _____

_____ TECH SUPPORT: _____ (NAME OF TECH)

_____ HOURS X \$ _____ = \$ _____

PAID: YES/NO

FACILITY NEEDED:

_____ GYM/MPR/KITCHEN _____ HOURS X \$ _____ = \$ _____

_____ MPR/KITCHEN ONLY _____ HOURS X \$ _____ = \$ _____

_____ GYM/STAGE ONLY _____ HOURS X \$ _____ = \$ _____

_____ GYM ONLY _____ HOURS X \$ _____ = \$ _____

_____ CLASSROOM # 1 2 3 _____ HOURS X \$ _____ = \$ _____

_____ Misc: _____ \$ _____

_____ DUMPSTER FEE

*TOTAL FACILITIES CHARGES: \$ _____

*TOTAL AMOUNT DUE AFTER DEPOSIT: \$ _____ DUE DATE: _____

DEPOSIT RECEIVED ON: _____

Certificate of Insurance Expires on _____

Board addendum(s) _____

Board approval on: _____

FINAL PAYMENT RECEIVED ON: _____