

COVID-19 Guiding Principles

BAGC's first and foremost concern always, but especially during this pandemic, is for everyone to be safe. Towards that end BAGC will provide touch free hand sanitization and temperature stands.

- Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held. Ref: [Illinois Bridge Phase Order](#) and [CDC Guidance for Organizing Events](#)
- Advise attendees prior to the event or gathering that they should not attend if they have symptoms of a positive test for or were recently exposed (within 14 days) to COVID-19.
- Wearing a mask is required, that completely covers your nose and mouth while inside the facility. Age 2yrs and up must wear a mask consistently while in attendance.
- All attending must adhere to social distancing guidelines by staying at least 6 feet away from others who do not live with you.
- Encourage attendees to wash hands often. Hand sanitizing stations will be provided throughout the facility.
- Avoid any self-serve food or drink options, such as buffets, salad bars, and condiment or drink stations. Use grab-and-go meal options, if available.

I have read, understand, and agree to adhere to BAGC's COVID-19 Guiding Principles, for any event held at Banga Bhavan to make it as safe as possible for everyone attending.

Signature of the responsible party for this event/organization:

_____ Date _____

RENTAL AGREEMENT

1. IDENTIFICATION OF THE PARTIES

This Agreement is made between ("Renter") and Bengali Association of Greater Chicago ("BAGC").

2. PURPOSE OF AGREEMENT

BAGC owns and operates the premises known as the Banga Bhavan Religious and Heritage Center ("Banga Bhavan") located at 1148 North Main Street, Glendale Heights, IL 60139. Renter desires the limited use of Banga Bhavan on the terms and conditions as set forth below.

3. RENTAL PERIOD

Renter shall have the use of Banga Bhavan on _____ between the hours of ____ and ____ (the "Rental Period"). The Rental Period includes any set time for the event.

4. RENTAL PARTY

All occupants of Banga Bhavan during the Rental Period, including guests, invitees, contracted individuals & volunteers shall be considered part of the "Rental Party". Renter is responsible for all actions of the Rental Party and must be on site during the entire Rental Period.

5. RENTAL CHARGE

The charge for the Rental Period is \$ _____. The Rental Charge is due in full at least 1 week (7 days) in advance of the Rental Period. All checks should be made payable to BAGC. If the Rental Party is unable to vacate Banga Bhavan at the end of the Rental Period, an additional fee of \$ _____ per hour will be assessed. This fee becomes due immediately.

6. SECURITY DEPOSIT

In addition to the Rental Charge, Renter shall pay \$ _____ ("Security Deposit") to cover any damage or loss that may occur to Banga Bhavan, its contents or its grounds. Only after BAGC has determined that Banga Bhavan has been thoroughly cleaned and that Banga Bhavan and its contents and grounds are free of damage arising from or related to the Renter's rental of the Banga Bhavan will the Security Deposit, or a portion thereof, be refunded. Upon demand from BAGC, Renter shall immediately pay BAGC the cost to repair any damage in excess of the Security Deposit. The security deposit and completed application are required to hold the reservation.

7. RIGHT OF ACCESS AND CANCELLATION

BAGC and its agents reserve the right to enter any portion of the property at any time. BAGC also reserves the right to schedule other events at Banga Bhavan both before and after the Rental Period without notice to Renter.

A cancellation fee will be charged unless reservation is cancelled a week prior to the event. BAGC reserves the right to cancel the booking in case of Pandemic related issues.

8. INDEMNITY

The Renter shall indemnify, defend, and hold harmless on a primary and non-contributory basis BAGC and their officers and members against any and all demands, causes of action, or any other claim of the Rental Party or its patrons, guests, or invitees arising out of or related to the Rental Party's rental of Banga Bhavan.

BAGC will not be held responsible for anyone contracting COVID-19 due to gatherings hosted by the Renter.

9. FACILITIES

During the Rental Period, Rental Party may have the use and enjoyment of the following areas of Banga Bhavan:

- Main Hall & Stage
- Lounge
- Main Floor Restrooms
- Parking Lot

Rental Party is not permitted to access any other rooms or areas (locked or unlocked) attached to above areas. Access is not permitted to the following areas of Banga Bhavan:

- Puja Hall
- Basement
- Lower Level Restrooms

Smoking, use or serving of alcohol, and animals are not allowed in Banga Bhavan during the Rental Period.

The Rental Party shall not hang, tape, or suspend decorations from the walls, ceilings, woodwork, light fixtures, or any other surfaces within Banga Bhavan that may damage the integrity or cosmetics of that surface.

10. CHAIRS, TABLES & OTHER EQUIPMENT

Please keep the chairs, tables and other equipment back as you found them.

11. ACCEPTANCE OF PREMISES

Before the Renter is given access to Banga Bhavan on the event date it shall certify that it has inspected Banga Bhavan and its equipment and that the same are in proper condition for the Rental Party's use during the Rental Period.

12. COMPLIANCE WITH LAWS

Renter or Rental Party will not engage in any illegal or unlawful activity on the premises and shall comply with all applicable laws, regulations, and ordinances and shall not use or occupy Banga Bhavan for any unlawful purpose or permit others to use or occupy the property for any unlawful purpose. Renter further agrees to indemnify and hold harmless BAGC, and its agents against loss, damage, or liability growing out of the Rental Party's failure to observe and comply with any applicable laws or regulation.

13. USAGE

Renter agrees that during the Rental Period, use of Banga Bhavan will be limited to the manner or purpose stated in the Rental Application.

14. CLEANING

Renter agrees to clean Banga Bhavan after the event and prior to the end of the Rental Period. All accessed areas must be restored to or surpass the condition as when received ("original condition").

- All furniture must be returned to their original location
- Walls, ceilings, floors & other surfaces must be restored to original conditions
- Carpeted areas must be vacuumed
- Floors must be swept & mopped
- All surfaces in restrooms must be wiped down with disinfecting wipes
- All equipment & supplies not provided by BAGC or included with Banga Bhavan must be removed from the property (including food and clothing).
- All trash must be collected and removed from within Banga Bhavan (including restrooms) & placed in the dumpster outside

After the Rental Period, if the property is found in unsatisfactory condition, Renter will be charged for cleaning and repair.

15. ACCEPTANCE OF AGREEMENT

This Agreement shall become binding upon the Renter and BAGC, their agents or representatives.

BAGC	RENTING PARTY
By:	By:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date: