

**Facilities Rental Policy**  
**Dallas Bahá'í Center**  
9400 Plano Rd. / Dallas, TX 75238  
214-348-1900 / info@bahaisofdallas.org

To rent a space at the Dallas Bahai' Center individuals should contact the facilities coordinator, Mrs. Jessamyn Berger (jessamynberger@gmail.com / 214-808-7406). Requests should be made 60 days prior to an event. For any questions regarding our facilities and the policies listed below, please contact Center Operations Manager Einollah Khodabakhsh.

## I. Fees

- 1) Costs are incurred by the community to operate the air conditioning and heating systems and to maintain the facilities. Fees for using the facilities are as follows:

Costs for those who are members of the Bahá'í Community:

- Building Facilities Deposit \$500\*
- Worship Hall: \$375
- Fellowship Hall: \$375
- Both Worship Hall and Fellowship Hall: \$575
- Multi-Purpose Room: \$125 (*Deposit not required*)

For those who are not members of the Bahá'í Community:

- Building Facilities Deposit \$500\*
  - Worship Hall: \$600
  - Fellowship Hall: \$600
  - Both Worship Hall and Fellowship Hall: \$1,000
  - Multi-Purpose Room: \$200 (*Deposit not required*)
- 2) These charges assume use of the facilities for a period of **5 hours on the day of the event** and for **2 hours on a prior day** in order to rehearse and/or set-up for the event. (You must inform the facilities scheduler of your rehearsal/set-up requirements at the same time as you reserve the facilities.)
  - 3) Use of facilities does not include expendables (paper towels, garbage bags, plastic ware, etc.). These must be supplied by you.
  - 4) Please note that, should the Assembly need to file an **insurance liability claim** for damage to the facilities, you will be required to pay the insurance deductible which is \$1,000.
  - 5) Members of the Dallas Cluster may request that fees be waived for special one-time occasions , such as a memorial service or baby shower. These requests must be approved by the Center Operations Committee. Contributions towards the local fund will be appreciated.

## II. Rules and Restrictions for the Use of the Buildings

- A deposit is required along with the application in order to enter the date on the center calendar.
- *\*(A deposit of \$500 must be submitted at least 5 days ahead of time to the Assembly treasurer. It will be refunded after the event, provided that the buildings are restored to an acceptable level of cleanliness – trash emptied, floors swept and mopped, tables cleaned, dishes washed, etc.)*

No events are permitted on any of the nine Bahá'í Holy Days on which work is suspended. These include:

- |                             |             |
|-----------------------------|-------------|
| ○ Naw-Rúz (Bahá'í New Year) | March 21    |
| ○ First day of Riḍván       | April 21    |
| ○ Ninth day of Riḍván       | April 29    |
| ○ Twelfth day of Riḍván     | May 2       |
| ○ Declaration of the Báb    | May 23      |
| ○ Ascension of Bahá'u'lláh  | May 29      |
| ○ Martyrdom of the Báb      | July 9      |
| ○ Birth of the Báb          | October 20  |
| ○ Birth of Bahá'u'lláh      | November 12 |
- No smoking will be allowed within the buildings or on the center property at the any time, with the exception of the designated area, near the creek.
  - Catering trucks and other vehicles may access the fellowship hall from the alleyway off of Longmeadow Court. No vehicles may drive across the lawns, as this can easily damage the sprinkler system. Nor should anyone park on unimproved surfaces at the center unless by special arrangement.
  - No food or drinks in the worship hall or its adjoining foyer.
  - No alcoholic beverages may be consumed on the premises.
  - Only tables, chairs, garbage receptacles will be furnished by the center.
  - The sanctuary maximum seat capacity is 340. The fellowship hall maximum is 240. The multipurpose room maximum is 50.
  - No dancing is allowed.

### III. Decorations

- Absolutely no nails, thumbtacks or tape of any kind are to be used anywhere in the facilities as they may damage surfaces. A Facilities Operations staff member must approve any other means of hanging decorations. Flowers, decorations, and personal items must be removed from the buildings immediately following the event.

### IV. Logistics

- Arrangements must be made with the scheduler or operations manager to access the building. Please note that the burglar alarm system must be disarmed before entering any building.
- There will be an assigned audio person for the even if it is to be in the worship hall. It is possible to have someone operate the sound during rehearsal provided arrangements are made at least 14 days in advance.
- Entrance through either of the two gates at the north end of the fellowship hall can be provided.
  - A mop and bucket, wide broom and dustpan, surface cleaning product and sponges will be made available for your use in cleaning up the facilities.
- You agree not to violate the City of Dallas noise ordinance.
- Instructions on what to do in the event of a fire alarm are as follows:
  - Call Mr. Einollah Khodabakhsh's Cell Phone: (972) 754-6468
  - Call Mr. Mark Gilman's Cell Phone: (214) 537-4801

## **Facilities Agreement**

I/We \_\_\_\_\_ have received and read the facilities use policy for use of the Dallas Bahá'í Center and agree to be bound by its terms. I/We acknowledge that, should it become necessary for the Assembly to file an insurance claim for property damage, I am responsible for paying the deductible of \$1,000. I/We agree to return the facilities to the state of cleanliness and order in which they were provided me or forfeit the facilities deposit of \$500.

I/We agree to ensure that children who are my guests will be supervised at all times during the event.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Revised: June 2010*