

**RigDzin Dharma Foundation  
322 Washington Street SE  
Albuquerque, NM 87111  
505-401-7340**

Name of person making request: \_\_\_\_\_

Date of request: \_\_\_\_\_

Name of organization you represent: \_\_\_\_\_

Responsible person's name: \_\_\_\_\_

Address of responsible person: \_\_\_\_\_

Phone number of responsible person: \_\_\_\_\_

Email of responsible person: \_\_\_\_\_

Nature or type of intended use: \_\_\_\_\_

Date requested: \_\_\_\_\_

Time to start (including set up): \_\_\_\_\_ Time to end (including clean up): \_\_\_\_\_

Rental information:

\_\_\_ \$20 per hour\* (includes use of all facilities) X \_\_\_ hours = \$ \_\_\_\_\_

\_\_\_ \$75 per day                      \_\_\_ \$200 per weekend (includes Friday evening)

\_\_\_ \$100 Security/Damage Deposit

\*Minimum \$25 non-refundable deposit due at time of booking to hold dates with remainder of charges due 14 days in advance of event

Total due at booking = \$100 + \$25 deposit \$ \_\_\_\_\_

Balance due by: \_\_\_\_\_

Check # \_\_\_\_\_

[Check # \_\_\_\_\_]

RigDzin Dharma Foundation is a 501(c)3 not for profit organization. The Center functions as a Buddhist temple and is suitable for community gatherings, private functions and small events. To accommodate such individuals and groups in a consistent manner the following Policies for renting the Center will apply to all individuals.

1. An initial **\$25.00** deposit is required at the time of booking the Center. Remaining balance must be paid no later than 14 days prior to the function.
2. RigDzin Dharma Foundation is a completely smoke-free, alcohol-free, and illegal drug-free environment. Any violation of this environment will cause forfeiture of refundable deposits. Participants can be asked to leave our premises.
3. Applicants and their guests using the Center shall conduct themselves properly at all times while on the premises of the Center and shall refrain from any activity that would annoy or offend the public or other tenants in the complex.
4. At the termination of applicant's use, the designated area shall be returned in the same condition of cleanliness and repair as it was upon commencement of the use, broom-clean, with all trash and other material removed to designated containers.
5. Any damage or loss is the responsibility of the renter. If no damage or loss occurs, the full deposit will be refunded within ten (10) days after the rental event.
6. In the event the building key lent to the lessee is lost, the lessee agrees to reimburse the Foundation for the cost of re-keying all locks affected by the lost key.
7. The building must be vacated as soon as clean-up is complete and normally within 30 minutes after the close of the event.
8. Applicant shall be solely responsible for obtaining any and all required permits or approvals relating to its use.
9. Please use the checklist below for set-up and clean-up to insure that your deposit can be fully returned:
  - a)Tape, push-pins, nails, etc. may not be used on the walls.
  - b) Return all tables and chairs to their original place.
  - c)All garbage (including bathroom) to be put in plastic bags and taken to the dumpster on the north side of the parking lot.
  - d)Sweep floors and mop any spills.
  - e)Bathroom should be clean and in working order.
  - f)Turn off heat/AC/swamp cooler and lights before leaving.
  - g)Return the key within 24 hours if no staff member is available at the end of your event.

Violation of any of the above may result in forfeiture of any deposit and denial of future use.

ABSOLUTELY NO SMOKING IS ALLOWED INSIDE THE CENTER. FAILURE TO COMPLY WILL RESULT IN FULL FORFEITURE OF SECURITY DEPOSIT.

Failure to comply with this checklist and all other rules and regulations of renting the Center will result in the loss of the rights to use the Center in the future and possible billing for additional damage and /or cleaning costs incurred. These rules apply to everyone using the Center.

STATEMENT OF AGREEMENT:

I understand that I am to pick up and return the keys to the Center at the RigDzin Dharma Foundation property and that I am to leave the building in a clean and orderly condition. I will report any accidental breakage or damage immediately to the Center staff and agree to be responsible for the cost of repair or replacement of damaged items.

The renter, or the group's representative, hereby certifies that he/she has received and read the rental guidelines and agrees to:

1. Abide by the above conditions
2. Hold harmless from any and all liability of any nature or source the Rigdzin Dharma Foundation, its agents and officials.
3. Release and forever discharge the Rigdzin Dharma Foundation, its agents and officials from any and all claims arising out of, resulting from, or related to Renter and/or Renter's representative's activities on the property.

Renter or Representative \_\_\_\_\_ Date \_\_\_\_\_

Rigdzin Dharma Representative \_\_\_\_\_ Date \_\_\_\_\_