



# *Zoroastrian Association of North Texas*

## **OPERATING GUIDELINES FOR USAGE OF THE ZOROASTRIAN CENTER OF NORTH TEXAS**

**OBJECTIVE:** To set forth the day to day guidelines under which the Zoroastrian Center of North Texas (ZCNT) will be operated. The rules defined in the Operating Guidelines will be based on the policies stated in the *Operating Policies for the Zoroastrian Center of North Texas* and the *Operating Rules for the ZANT Building Fund and ZANT Center*.

For the purpose of this document the Zoroastrian Center of North Texas will be called the ZANT Center or facility.

### **1 GENERAL**

- 1.1 All ZANT activities must be planned with prior notification and approval of the ZANT Board.
- 1.2 All ZANT members and non-member guests, authorized to use the ZANT Center, are responsible for using the facility without damage or abuse.
- 1.3 Persons using the ZANT Center will be responsible for any damage or abuse and may need to pay reparations.
- 1.4 Every ZANT-sponsored activity held at the ZANT Center must have a person designated by the ZANT Board in charge during its use.
- 1.5 The ZANT Board will maintain a master calendar for scheduled events.
- 1.6 Hours of usage for the ZANT Center will be determined by the ZANT Board and will be published to the community via the ZANT Newsletter, ZANT website or E-News.
- 1.7 All hard copy notices will be posted only on the bulletin board of the ZANT Center.
- 1.8 Only ZANT-sponsored overnight events may be held at the ZANT Center.
- 1.9 ZANT Members who pay annual card key dues will be entitled to have the ZCNT card key.
- 1.10 ZANT Board will implement a process for ZCNT access for those ZANT members who choose not to subscribe to the ZCNT card key.
- 1.11 ZANT board has sole discretion to give ZCNT access card key to an approved resource.
- 1.12 Children should be supervised at all times and parents of children are responsible for the acts of their children. Young children should not be allowed to enter the Prayer Room wing without adult supervision.
- 1.13 All users are required to maintain the ZANT Center and grounds with care and leave it in the condition in which it was provided or risk losing future access privileges.
- 1.14 Unsolicited "in kind" donations may be accepted only at the discretion of the ZANT Board.
- 1.15 Serving or consumption of alcohol will not be permitted on the entire property.
- 1.16 No animals will be permitted inside the building, except those permitted by law.

## **2 PRAYER ROOM & KUSTI AREA**

- 2.1 Offerings of sandalwood and incense sticks will be accepted and used as possible. However, tea-lights and candles will be provided by ZANT only, for a donation.
- 2.2 Donations offered in the prayer room will be deposited in *the ZANT Center Operations and Maintenance Fund (ZOMF)*.

## **3 RENTAL GUIDELINES**

- 3.1 The ZANT Board may appoint a subcommittee to oversee rental operations if necessary. The subcommittee will be governed by article 4.10 of the ZANT By-laws.
- 3.2 All reservations must be made through the ZANT Board or their designated representatives.
- 3.3 A master calendar as described in 1.5 of the General Guidelines will be maintained.
- 3.4 A ZANT member making a reservation for their own use may not do so more than 12 months in advance.
- 3.5 A renter who is not a member of ZANT must be sponsored by a ZANT member in good standing. Non-members may make reservations up to 3 months in advance.
- 3.6 A ZANT member may not rent the facility on behalf of a non-member.
- 3.7 A renter must pay a non-refundable Rental Deposit at the time of booking an event. This will be a percentage of the rental fee.
- 3.8 The non-refundable rental deposit will count towards the rental fee. The entire rental fee will be due two weeks before the event date, or on the booking date, whichever is later.
- 3.9 A Security Deposit will also be due two weeks before the event date, or on the booking day, whichever is later. The Security Deposit is refundable, two weeks after the rental upon satisfactory inspection of the facility. In case of damage or breakage, the necessary repair/replacement amount will be deducted from the deposit. If the damage or cleaning charges exceed the deposit amount, the renter and any sponsoring member will be liable to pay the excess charges within 10 days of such notification.
- 3.10 For ZANT members, the rental deposit and/or the rental fee may be applied to future reservations by the renter, in case of cancellations due to bereavement or medical emergencies in the immediate family or inclement weather such as severe ice on roads.
- 3.11 Renters will be responsible for any fines/charges arising during rental period, like use of police, security officers, fire department or ambulance.
- 3.12 Reservations will be held for seven days to make payment of the non-refundable rental deposit. After seven days, the facility may be rented out to the next party requesting rental.
- 3.13 A designated representative of the ZANT Board may be present at any rental event.
- 3.14 Rentals will be for a 6 hour minimum and prorated for additional hours.
- 3.15 Renters must provide their own paper products such as plates and cups as well as utensils required for dining. The kitchen will be available only for warming food.
- 3.16 Additional electrical equipment being used by the renter must have prior approval.
- 3.17 The rental agreement will include a clean-up check list which the renter must sign-off on.

- 3.18 Any items for outdoor use will be permitted by prior approval at the discretion of the ZANT Board.
- 3.19 The following is a list of clean-up rules to be followed whenever the facility is used, whether for ZANT sponsored events or rental events:
  - A. All moved furniture must be put back in place.
  - B. All trash must be put in the trash bins with the lids properly closed.
  - C. Users should only use adhesives like masking tape or poster putty, which do not mar the surface of walls, doors, door frames, and floors.
  - D. All food, party supplies and scrap from decorations should be disposed of in a trash container at the end of the event.
  - E. All floors should be clean.
  - F. All spills should be wiped off stoves and ovens.
  - G. Food items brought for function should be removed from refrigerator and freezer.
  - H. Kitchen items that are used should be washed and put back as requested.
  - I. Restrooms must be tidied.
  - J. Users must turn off lights, fans and any other electronic devices used. AC units should be reset by pressing the 'run' button to return AC to program setting.
  - K. Lock all doors and side doors before vacating.
  - L. All personal items must be removed when the facility is vacated, or they will be discarded.
  - M. The cost of damages to the facility, if any, will be recovered from the users.

**4 ADDITIONS\CHANGES**

- 4.1 Additions or changes to the Operating Guidelines outlined in this document can be made by the ZANT Board as long as these changes do not impact any other rules in force, including the *Operating Policies of the Zoroastrian Center of North Texas* and *Operating Rules for the ZANT Building Fund and ZANT Center*.
- 4.2 A current copy of the Operating Guidelines outlined in this document will be available in the ZANT Center.

**CHANGE LOG**

Document Version	Changes	Date Approved	Approved By and Place
September 24, 2011	Initial Version		