

KORA TEMPLE USAGE POLICY
(CLUBS AND UNITS)

1. A request to use the Kora Temple facilities must be submitted to the Kora office on the appropriate request form.
Forms available through the temple office.
2. An inspection of the facility and instructions concerning the alarm and return of temple key will be made prior to the event by the Temple Facilities Engineer or designee. If the alarm is activated the club/unit/group will be charged the responders fee.
3. After the event an inspection of the facility will be made by the Temple Facilities Engineer. If the inspection is unsatisfactory the unit/club/group will be notified and asked to make corrections. If the discrepancies are not corrected within 1 week the unit/group/club will be charged for the cost of correction.
4. After the event the unit/club/group representative must report any damage or appliance problems immediately to the Temple Facilities Engineer.
5. All Temple events must have adequate security at the front door/lobby area and the entrance near the elevator for the duration of the event.
6. The Trustees reserve the right to bill all units/clubs who use the building on an annual basis for replacement of temple supplies.
7. There is NO SMOKING or OPEN FLAMES in the Temple.
8. Kitchen use must be by one of the approved caterers. If not on the list the caterer must have approval of the Trustees. List available upon request.