

KORA TEMPLE USAGE POLICY
(NOBLES AND OUTSIDE GROUPS)

1. A request to use the Kora Temple facilities must be submitted to the Kora office on the appropriate request form. Request must be made a minimum of two (2) months in advance.
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 user 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 noble or group will be notified and asked to make corrections. If the discrepancies are not corrected within 1 week the noble or group will be charged for the cost of correction.
4. After the event the noble or group representative must report any damage or appliance problems immediately to the Temple Facilities Engineer.
5. All events must have adequate security at the front door/lobby area and the entrance near the elevator for the duration of the event.
6. There is NO SMOKING or OPEN FLAMES in the Temple.
7. For Noble or Outside Groups if alcohol is being served it must be done by a licensed vendor which must show \$1 million in liability insurance naming Kora Shriners as an additional insured.
8. Nobles using the building must show proof of \$500,000 in liability insurance.
9. 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.