



Jain Society of Metropolitan Washington

LIVE AND LET LIVE

4241 Ammendale Road, Beltsville, MD 20705 · (301) 236-4466 · www.jsmw.org

SEND TO
events@jainsocietydc.org

Facility Usage & Rental Form

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1 GENERAL INFORMATION

NAME

MOBILE PHONE NUMBER

EMAIL ADDRESS

EVENT NAME

EVENT TYPE (select one)

- ☐ Religious Pooja
☐ Religious Poojan
☐ Bhavna
☐ Prarthana
☐ Other:

EVENT DESCRIPTION (if required, submit additional info in email)

Maximum 5 hours per event (includes setup & clean-up)

DATE(S)

START TIME

END TIME

Open to JSMW Sangh? ☐ Yes ☐ No

Current JSMW member? ☐ Yes ☐ No

NUMBER OF ATTENDEES (adults)

KIDS UNDER 10

TOTAL ATTENDEES (adults + kids)

2 FOOD & PAPER PRODUCTS

Paper products are charged at \$1 per person

Will food be served?

☐ Yes ☐ No

Would you require paper products from JSMW?

☐ Yes ☐ No

If yes, number of people (total attendees):

× \$1 per person =

Total Cost \$

Each person receives one 5-compartment plate, bowl, cup, spoon, fork, and napkin.

3 ROOM REQUEST

Select all that apply

☐ Sthanak

☐ Priest House (Basement Only)

☐ Outdoor Area

☐ Pre-Function

☐ Upashray

☐ Shwetambar Rangmandap

☐ Digambar Rangmandap

4 FACILITY ITEMS REQUIRED

Main contact is responsible for setup and clean-up

COUNT

ITEM

ADDITIONAL NOTES

Tables

White Plastic Chairs / Folding Chairs

5 AV & TECHNOLOGY REQUIREMENTS

Additional charges if provided by JSMW | approval required

COUNT

ITEM

COUNT

ITEM

Microphone (specify details below)

Microphone Stands

Speakers

Instrument Connection Wires (specify below)

Projector & Screen / TV

ADDITIONAL NOTES



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6 FIXED NAKRO DONATION

Choose one of the following

☐ Private Pooja Event	Additional for Non-Members: \$51	\$201
☐ Private Poojan Event	Additional for Non-Members: \$51	\$301
☐ Facility Rental for serving food		\$201
☐ Private Prarthana Event (Pre-Function Area) with Food	Additional for Non-Members: \$51	\$201
☐ AV Rental Additional		\$51

7 GUIDELINES

If granted permission, event holders must abide by the following

1. Facility rental is limited to a maximum of five (5) hours per event, which includes setup and clean-up time.
2. Non-Members cannot reserve the facility alone.
3. All guests must respect neighbors and avoid excessive noise.
4. No parking is permitted on Lincoln Ave, Vergie Ave, Ammendale Road and all adjacent neighborhood streets.
5. Social Celebrations permitted with Jain Stavans, Bhakti Songs only.
6. If serving food, all items served must comply with the JSMW Food Policy. Please contact the Dir. of Food for a copy of the Food Policy and a complete list of restricted food items (foodservices@jainsocietydc.org).
7. If the event is being hosted in any Rangmandap or Sthanak / Upashray, participants must comply with guidelines for each respective religious area. For questions or concerns contact the Dir. of Events (events@jainsocietydc.org).
8. The host is responsible for cleaning and restoring all areas used during the event. Failure to properly clean the rented space shall result in additional charges. Cleanup requirements include:
 - Stack plates, bowls, and cups to minimize the use of trash bags.
 - Pick up all trash, tie bags securely, and place them in the trash cans located by the Priest House.
 - Vacuum or sweep all floors with a broom.
 - Clean up and mop any spills.
 - Wipe down all tables and chairs and return them to their designated locations.
 - Ensure all doors are closed and locked before exiting the premises.

The rented area must be left in a clean and orderly condition upon departure.

8 ACKNOWLEDGEMENT & SIGNATURE

- ☐ I have read and fully understand the rules and regulations.

RENTER'S / MEMBER'S SIGNATURE

DATE

Submission of application does not automatically approve the usage of facility.

All applications must be approved by the Director of Events and/or Director of Facilities.

All payments must be made for the reservation to be confirmed | <https://www.jsmw.org/supportjsmw/>

Version 1 — July 28, 2026