



Rajdhani Mandir

(A Tax-Exempt Religious Organization of Metropolitan Washington, D.C. Area)
4525 Pleasant Valley Road, Chantilly, VA 20151-1432

Non-Solicitation Policy – RM OPER 002

Policy Title	Non-Solicitation Policy
Policy Number	RM_OPER_002
Policy Owner	Rajdhani Mandir – Operations Team
Purpose	The purpose of this policy is to manage and respond to requests from various devotees and corporate sponsors to use Mandir's facility to advertise and solicit business and to raise funds for any purposes.
Effective Date	November 21, 2005
Instituted By	Rajdhani Mandir Board of Trustees

Background/Summary:

Rajdhani Mandir facilities, priests and volunteers are a key to the ongoing success and growth of the Mandir. Recently Mandir has been receiving significant number of requests from its devotees to organize events in support of community causes or to host events that will generate business leads benefiting either devotee directly and/or indirectly. It is critical to develop and adopt a uniform policy to address such requests either from devotees and/or corporate sponsors.

To address these critical issues, Mandir has developed and instituted the following guidelines and procedures.

General Guidelines/Procedures:

1. Rajdhani Mandir facilities and staff are to be utilized only in support of the Mandir's mission and activities. (Article II of the By-Laws)
2. Members of the Rajdhani Mandir congregation can request use of Mandir facility to fulfill their cultural, educational, social, spiritual and religious needs in compliance with the Facility Rental/Usage policy provided:
 - a. The event is in support of Mandir's objectives listed under Article 2.1 of the By-Laws and approved by the Mandir authorities.
 - b. The event is not political in nature
 - c. All funds collected/raised on Rajdhani Mandir premises including but not limited to Prayer Hall, Lower Level Auditorium, Lower Level class rooms and parking lots belong to Rajdhani Mandir.
 - d. No sign and/or banner display by the sponsors of certain events is permitted during any event (Religious, cultural, spiritual, educational or social) in the main level Prayer Hall.



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- e. If a particular event is completely sponsored and underwritten by an individual, individuals, group or organization, their name can be displayed as sponsors on the flyers/posters to be distributed and displayed in the Mandir premises. The location of display and/or manner of distribution in premises will be determined by Mandir Facility Coordinator.
 - f. Any printed material distributed at the Mandir premises including but not limited to the parking lot must be approved by the Mandir management.
3. Unless specifically authorized in writing, solicitation of funds for purposes other than Rajdhani Mandir is strictly prohibited. Any violation of this policy will result in cancellation/stoppage of the event, forfeiture of the security deposit and ban on any future events at the Mandir.
 4. In case of non-compliance with any of the Mandir's policies, Facility Coordinator and/or Office Manager reserve the right to cancel or stop the event.

Implementation Tasks:

1. Mandir's Publicity Committee will publish and communicate a summary of this policy to all devotees either thru the Web/Newsletter or any other appropriate mechanism.
2. Rajdhani Mandir Operations Team is responsible for the implementation and execution of this policy.
3. Operations Team will discuss this policy with the Office Manager and seek his help in enforcement.
4. Religious Team will discuss this policy with all Mandir Priests and seek their help in enforcement.
5. Facility Coordinator to make this policy available to anyone who is interested in renting or using Mandir facilities.