

GUIDELINES FOR USE OF MARIGOLD BANQUET HALL

Siddha Town Madhyamgram Association of Apartment Owners (STMAAO)

1. Purpose

The Marigold Banquet Hall is a common facility of STMAAO intended for the benefit of residents and also, wherever feasible, for generating additional revenue for the Association.

The hall is presently being used for activities such as Yoga, Abacus, Drawing, Zumba/Fitness classes and other programmes. These guidelines are framed to ensure proper utilisation of the hall, equitable treatment of residents, recovery of electricity and maintenance expenses, and generation of revenue for STMAAO.

2. Categories of Use

The use of the Marigold Banquet Hall shall broadly be divided into the following categories:

A. Welfare activities conducted free of charge by residents

Activities such as Yoga, fitness, cultural or educational activities conducted by residents without charging any fee from participants shall be permitted free of hall rental charges.

Since such activities are for the benefit of fellow residents and the organisers are themselves contributing towards common area maintenance, no separate rental shall ordinarily be charged.

B. Commercial activities conducted by outsiders

Any coaching, training, fitness or educational activity conducted by an outsider/professional coaching staff or organisation, where participants are charged fees and the organiser earns income, shall be treated as a commercial activity.

Such users shall not be permitted to use the hall free of cost.

They shall be required to pay the prescribed hall usage charges as decided by the Board of Managers (BOM & GBM), apart from any applicable charges for electricity, air-conditioning, cleaning, security, damage, etc.

C. Private functions by residents

The hall may also be booked by residents for small private functions such as:

- Birthday parties
- Marriage/anniversary celebrations
- Religious rituals and ceremonies
- Small family gatherings

- Get-togethers
- Other small social functions approved by STMAAO

Since the Marigold Banquet Hall is relatively small, such bookings shall be restricted to functions appropriate to the capacity and facilities of the hall.

3. Commercial Coaching/Classes by Outsiders

1. No outsider coaching staff, trainer, instructor or organisation shall conduct paid classes in the Marigold Banquet Hall without prior permission of STMAAO(Facility Office).
2. Any person conducting classes where participants pay fees shall be required to register the activity with the Facility Office and obtain approval before commencing or continuing the activity.
3. The applicable commercial hall usage fee shall be fixed by the BOMs and Residents in GBM from time to time.
4. The charges may be fixed on a daily or monthly basis, depending upon the nature and frequency of the activity.
5. The commercial user shall bear/compensate STMAAO for additional expenses arising from the use of the hall, including electricity/air-conditioning, cleaning or any other applicable charges, as determined by the BOMs.
6. The commercial user shall not claim any permanent or exclusive right over the hall.
7. Permission shall be subject to availability of the hall and may be withdrawn by STMAAO for administrative reasons, violation of rules, complaints from residents or non-payment of dues.
8. The coaching staff shall maintain proper discipline and ensure that their students do not create disturbance, damage property or obstruct other residents.

4. Free Activities Conducted by Residents

1. Residents who voluntarily conduct free Yoga, fitness, educational, cultural or other welfare activities exclusively for the benefit of STMAAO residents shall not be charged hall rental.
2. No participant fee or other commercial charge shall be collected by the Facility Office for such activity.
3. Facility Office shall ensure that the activity remains genuinely free and is not converted into a commercial activity without prior approval of STMAAO.
4. The organiser shall be responsible for maintaining discipline, cleanliness and proper use of the hall.

5. If any resident organiser subsequently starts charging participants or earns income from the activity, the activity shall automatically come under the commercial-use category and the prescribed charges shall become applicable.

5. Booking of Hall for Private Functions

1. The Marigold Banquet Hall may be booked by STMAAO residents for small private functions.
2. A fixed booking/rental rate shall be prescribed by the BOMs and Residents in GBM.
3. The booking charge shall be payable in advance before the date of the function.
4. A refundable security deposit may be collected by the Facility Office to cover possible damage to furniture, fixtures, electrical equipment or other property of STMAAO.
5. The user shall be responsible for cleaning the hall after the function and for any damage caused during the booking.
6. The hall shall be handed over in the same condition in which it was received.
7. The number of guests shall not exceed the permissible capacity (50 person) of the hall.
8. Activities causing excessive noise, nuisance or inconvenience to other residents shall not be permitted.

6. Priority and Adjustment of Regular Classes

The Marigold Banquet Hall is a common facility and shall not be permanently allotted to any individual, coaching centre or group.

When the hall is booked for a private function or an approved commercial purpose, regular classes may be temporarily shifted to another available society hall, subject to availability.

The persons conducting regular classes shall cooperate with STMAAO in shifting their classes whenever required.

Where reasonably possible, prior notice shall be given to the concerned instructors/organisers regarding such changes.

7. Commercial Utilisation of the Hall

STMAAO may utilise the Marigold Banquet Hall for approved commercial bookings in order to generate additional revenue for the Association.

The principle shall be:

“Welfare activities for residents may be allowed free of charge, while commercial activities and private bookings shall contribute towards the cost and revenue of the Association.”

This will ensure that the common facility is used both for the welfare of residents and for generating additional funds for STMAAO.

8. Electricity, Air-Conditioning and Other Facilities

1. Electricity, air-conditioning, lighting, fans and other facilities are maintained and paid for by STMAAO from common funds.
2. Commercial users shall therefore be required to pay the prescribed charges towards use of these facilities.
3. Air-conditioning shall be used only during the approved booking/class timings.
4. Lights, fans and air-conditioners must be switched off immediately after use.
5. Unnecessary use or wastage of electricity shall not be permitted.

9. Timings

1. The BOM shall prescribe the permitted timings for use of the hall.
2. Commercial classes shall operate only during the approved time slots.
3. Private functions shall be restricted to the permitted booking hours.
4. The hall shall not be used beyond the approved time without prior permission.
5. The Association may revise the time slots depending upon the requirements of residents and other bookings.

10. Booking Procedure

A booking register/system shall be maintained by the Facility Office containing:

- Name of the user/resident
- Flat number
- Purpose of booking
- Date and time

- Type of use – welfare/commercial/private function
- Charges payable
- Security deposit, if applicable
- Payment details
- Permission/approval
- Remarks regarding any damage or violation

Bookings shall be confirmed only after payment of the applicable charges.

11. Cancellation

The BOMs may frame a cancellation/refund policy for private and commercial bookings.

In case of cancellation by STMAAO due to an administrative requirement or unavoidable circumstances, the applicable refund shall be governed by the approved policy.

12. Cleanliness and Damage

1. The user shall leave the hall clean and tidy after use.
2. Food, decorations, furniture or other materials shall not be allowed to damage the walls, floor, electrical fittings, air-conditioners or other property.
3. Any damage caused during a booking shall be assessed by the Facility Office and the cost of repair/replacement shall be recovered from the user.
4. The security deposit may be adjusted against such expenses.

13. Restrictions

The following shall not be permitted without specific approval of the STMAAO and the Facility Office:

- Permanent occupation or storage of materials in the hall.
- Alteration of the hall or installation of fixtures.
- Subletting or transferring a booking to another person.
- Conducting activities other than the approved purpose.
- Commercial activities without payment of prescribed charges.
- Activities causing nuisance, excessive noise or inconvenience to residents.
- Use beyond the permitted timing.
- Any activity contrary to law or applicable government/local authority regulations.

14. Revision of Charges

The Board of Managers shall have the authority to review and revise the hall rental/usage charges from time to time, taking into consideration:

- Electricity and air-conditioning expenses
- Cleaning and maintenance costs
- Market rates
- Frequency of usage
- Operational expenses
- Requirement to generate additional revenue for STMAAO

The revised rates shall be communicated to residents and concerned users before implementation.

15. Authority of the Board of Managers

The Board of Managers and shall have the final authority with the approval in GBM regarding:

- Permission for use of the hall
- Approval of commercial activities
- Fixation/revision of charges
- Allocation of time slots
- Priority of bookings
- Temporary shifting of regular classes
- Cancellation of permission in case of violation
- Interpretation of these guidelines

The BOM may make necessary amendments to these guidelines in the interest of STMAAO and its residents.

16. Effective Date

These guidelines shall come into force from the date approved by the Board of Managers and Residents of STMAAO in the General body meeting held on 20/09/2026

All existing users of the Marigold Banquet Hall, including commercial coaching staff, shall be informed of these guidelines and shall comply with the applicable terms and charges from the effective date.

By Order

STMAAO