



## RULES & REGULATIONS FOR THE USE OF JAIN STHANAK @ 18 JALAN YASIN

### USE BY MEMBERS

- 1) All Members shall be **allowed to use the Sthanak** individually or collectively for **Prayer, Puja, Meditation and any other activities that help promote Jain values, beliefs and practices**; and are in accordance to the Jain Religion. After any such program, all materials brought in for the said purpose shall be removed, and borrowed items from the Sthanak cleaned and restored to original condition.
- 2) Sthanak will also be allowed to be used for **other events such as Engagement, Marriage, Cultural Programs** subject to approval by the Management Committee.
- 3) **Members will be allowed to book the Sthanak** on a first-come-first-served basis, but priority will be given for the following events:
  - a. **All activities organised by the Society**
  - b. Lectures and Pravachans by Jain Scholars and Monks, if and when arranged by individuals
  - c. Parna (Breaking of Fast Ceremony) based on degree of Tapasya
  - d. Any type of Matrimonial Event
  - e. **Condolence meeting to pay last respects**

*Written applications must be made by Members for use of the Sthanak for their own use, at least 2 weeks before the event. This is subject to approval of the Management Committee.*

### USE BY NON- MEMBERS

- 4) Use of the Sthanak and its facilities may be granted to **Non-Members, adhering** to the following:
  - a. It does not violate any **basic Jain principles**, rules, regulations and legal requirements of property tax, government regulations and is as per Constitution and Trust Deed guidelines.
  - b. Rules & Regulations for use by Non-Members are approved as per **the Constitution**.
  - c. No one is allowed to use any part of the Sthanak for any type of commercial activity.

*Written application must be made by Members for use by Non-Members with full details, before the event, subject to approval of the Management Committee. Trustees and Management Committee members are prohibited from making any application for use by Non-Members.*

### GENERAL

- 5) No one is allowed to pay cash or present gifts to any employee of the Society **or** to take service of such employee for their privately organised programs, without prior approval from the Secretary.
- 6) Any personal invitation by individual members to a Scholar, Monk, Learned Dignitary etc, invited **at** ones own expense and intended to be hosted at the Sthanak premises during Paryushan period, should be communicated to the Management committee, at least 2 months in advance.
- 7) No Jain Sadhu/Sadhvi will be invited and hosted at the Sthanak by the Society and/or Member, on any occasion unless such permission has been granted by their respective Guru, Acharya or Sangh.



## STHANAK FIXTURES /FITTINGS & USAGE

- 8) The Sthanak, as well as all equipment and facilities at the premises, will be allowed to be used **without any charges**. However, charges may be levied by the Management Committee, if and when financial factors compel them to do so. **No equipment or articles are to be taken out of the “Sthanak” for any use, without prior approval from the Secretary.**
- 9) No photo, picture, idol/statue, calendar, pancang, slogans, token (pratik) and the like, shall be allowed to be displayed at any part of the Sthanak (**including the Murti area**), unless and until it is approved at the Annual General Meeting / Extraordinary General Meeting. **All unapproved items will be removed.**
- 10) Only during a Condolence Prayer or Meeting held to offer the last respects to the Departed Soul, will the Photo of the deceased be allowed to be displayed for the duration of the event.
- 11) **The following cannot be relocated, changed or removed without the prior approval at an Annual General Meeting/Extraordinary General Meeting:**
  - a. **Bhagwan Mahavir Swami Murti (51”) consecrated with 18 Abhishek**
  - b. **Photo of Bhagwan Mahavir Swami**
  - c. **Photo of Bhagwan Rushabhdev Swami (Adinath Bhagwan)**
- 12) **Changes to the location, size or other details of the Donor’s Photos, Plaques and Donor’s List cannot be done without prior approval at an Annual General Meeting/Extraordinary General Meeting.** Any such change must comply with the Trust Deed and any special donation agreement entered between the Society and Donors.
- 13) Use of the Sthanak, will be **guided** by the following:
  - a. **Only Jain food is to be served in the Sthanak**
  - b. No one is allowed to Distribute, Sell or Store any items for any purpose, **without the approval of the Management Committee**
  - c. All types of Jain literature, audio/video tapes or any other publication will have to be approved for distribution only after the contents and quality have been carefully examined, and the cost assessed if it has to be paid for, by the Management Committee
- 14) Footwear will **NOT be allowed in the Hall at 2nd level or in the enclosed rooms at 1st Level**, at any time.
- 15) The **Lift should be primarily used by the Physically Challenged and the Elderly.**

## USE OF PRAYER HALL (2<sup>ND</sup> STOREY)

- 16) Use of “**Matusri Kasumba Hall**” (2nd level) at the Sthanak, will be **guided** by the following:
  - a. Under **NO condition should any permanent fixture/photo/displayed article** in the said Hall, be **covered (except the Murti as per clause 16e) or removed** by anyone, for any occasion.
  - b. Solemn dignity of all Religious fixtures/photos/displayed articles/**Murti** must be preserved and respected by everyone, on all occasions.
  - c. Except for Jain Monks, Lecturers and Scholars **approved by the Management Committee**, no one will be allowed to stay **in the Hall**.
  - d. No public request to propagate or publicise any type of non-religious, cultural activity or report of any institution **will be allowed**. **Appeal** for any donations in **either cash or kind should not** be made.
  - e. **The curtains and the glass enclosure of the Murti should be closed during all events held in the Hall, except during Puja, Darshan, Prayers or Bhakti.**
  - f. No food or drink will be allowed to be consumed in the **Hall**, except in the following cases;
    - on the occasion of Parna (strictly in accordance with Tapasvi’s need)
    - on the occasion of any matrimonial event (strictly for ceremonial purpose only)

ANY exceptions to the above must be approved by the Management Committee.



## PUJA GUIDELINES (2<sup>ND</sup> STOREY PRAYER HALL)

17) Any Daily Puja of the Bhagwan Mahavir Swami Murti (51”), will be guided by the following :-

- a. Puja clothes must be worn when doing puja or touching the Murti.
- b. Kesar, Milk, Perfume, Silver Foil, or Gold Foil are not allowed to be applied to the Murti at any time. Only Sandalwood paste or powder (chandan) can be used.
- c. Puja must only be done on the 9 limbs of the Idol (Nav Angi).
- d. Rice grains must not be sprinkled at the idol.
- e. If a Diva or Agarbathi has already been lighted, a second one should not be lighted.
- f. Any items taken for use in Puja or Prayers must be cleaned and returned to the proper place after the puja. All other offerings must be cleared after the puja. Any items left behind will be removed.
- g. Timing for Puja : 8:00 to 11:00 am (Monday – Friday)  
8:00 to 12:30 am (Saturday, Sunday & Public Holidays)  
(Or as advised by the Management Committee on the society website / notice board)
- h. **All society events will take precedence over Puja timings**

*These Rules and Regulations were approved at the Extra Ordinary General Meeting held on 4 October 2009 and now supercede all previous announcements of the same.*

*Date of Approved Amendment: 04 October 2009*