

TEMPLE BETH OR ▪ FACILITY USE GUIDELINES

Board approved April 24, 2012

The purpose of these guidelines is to offer the use of our facility to our members for private functions, to local Jewish organizations and to community organizations while at the same time, protecting Temple Beth Or from liability and incurring additional expense. The administering of these guidelines will fall under the duties of the Vice President of Programs.

GENERAL GUIDELINES

- A. The facilities of the Temple are for the spiritual, educational and social needs of members of Temple Beth Or. The facilities are available to members in good financial standing (which means current in dues payment), subject to usage fees, and for affiliated organizations of Temple (Sisterhood, Men's Club, Youth Group, Lucien Loeb L'Chaim League) based on availability of space. Charges for additional custodial help will be billed at a cost determined by the TBO Board of Trustees; based on the following capacity limits and based on the type function:

Sanctuary 220 Maximum capacity – event must be approved by rabbi.

Social Hall 170 Maximum capacity – chairs only

Social Hall 120 Maximum capacity – tables and chairs

B. When facilities are not reserved for our members they may be available to such organizations and institutions of a religious, educational, social and philanthropic nature as may request their use. These organizations will be subject to charges for the use of the Temple Facility, as approved from time to time by the Board of Trustees. The Sanctuary is only available in consultation with the rabbi. Rooms available for use are the Social Hall, Kitchen, Youth Lounge, Library or a Classroom designated for such use.

1. Non-Temple-affiliated Jewish organizations (e.g., Federation or Hadassah) will pay the hourly cost of the custodian and for custodial help based on the number of attendees as listed in the chart herein. These organizations may use our cookware and tableware, but must provide tablecloths.

2. The organization must be sponsored by a Temple Beth Or member in good standing and will be responsible for the hourly cost of custodian plus the charge for additional help as listed in the chart herein.

3. No political organizations may use our facilities.

C. Reservation Policy

1. Temple organizations have priority for scheduling events. Events should not be scheduled during the two weeks before High Holy Days or Food Festival.

2. Room reservation forms and a schedule of charges for the use of the Temple facilities are available at the Temple office and can be obtained on request.

3. Temple facilities will be reserved upon receipt of a deposit and a completed reservation form. Until both are received, applications and/or requests are not binding and

Temple Beth Or has the right to release the date for use by another family or organization.

4. The host party or organization shall notify the Temple office of all intended third party service providers and submit all appropriate certificates of insurance no later than one month prior to the event. The Temple office will provide a copy of these guidelines and contracts to the host party or organization and it is the responsibility of the host party or organization to return signed copies to the Temple office for themselves and for any subsidiary providers.

5. The balance of any fees shall be paid prior to the date of the affair.

D. Any organization having regularly scheduled meetings may make one application for said meetings at the beginning of the fiscal year, listing dates, times, and facilities required. Any modifications will be handled according to facility availability.

E. Time of Availability

1. Non-Jewish functions may not use the facility during Shabbat hours (sundown on Friday to sundown on Saturday).

2. Private host must arrange for Temple to be opened for service providers' admittance.

F. The facilities of the Temple shall be used so as to conform to the dignity, propriety, spirit and atmosphere of a house of worship.

G. Temple custodian must be retained for all functions and additional charges may apply for labor involved with set up and clean up.

H. **THE FOLLOWING ARE EXPESSLY PROHIBITED AT ALL TIMES:**

- * **SHELLFISH AND PORK (INCLUDING FOOD SEASONED WITH PORK OR COOKED IN LARD)**
- * **SMOKING**
- * **ANY DECORATIONS OR FLORAL ARRANGEMENTS THAT ARE NOT FREESTANDING**
- * **LIVE ANIMALS, BIRDS, OR FISH**
- * **CONFETTI, RICE OR BIRDSEED**
- * **HANDLING OF THERMOSTATS, THE TEMPLE SOUND SYSTEM OR TEMPLE LIGHTING BY ANYONE OTHER THAN THE CUSTODIAN.**

*** HELIUM BALLOONS MUST BE REMOVED THE DAY OF USE AND MAY NOT REMAIN IN THE BUILDING BEYOND THE END OF THE EVENT DAY.**

- I. The Rabbi of Temple Beth Or must be consulted and used for all religious ceremonies. Another Rabbi or minister may co-officiate with the approval of Temple Beth Or's Rabbi. In the event that there is no Rabbi available, the President of the Temple or Executive Committee will be consulted for assistance in procuring a Rabbi when necessary.
- J. If the services of a musical accompanist are desired for a life-cycle ceremony (B'nai Mitzvah, wedding funeral), the accompanist must be approved by the Temple's Rabbi and is the financial responsibility of the host.
- K. Ceremonies may be video taped and/or photographed. Camera locations should not interfere with the ceremony and all photographers should be appropriately attired.
- L. Cars must be parked in the designated parking lot. Police officers may be required at the discretion of Temple Beth Or at the expense of the host/hostess.
- M. Liquor, wine and beer may be served in the Temple. If the function includes children, adult supervision is required at the alcohol table to insure no alcohol is served to minors. Temple Beth Or and its agents accept no responsibility.
- N. If the Social Hall is being used, a diagram of table arrangements should be provided to the custodian at least a week prior to the function.

2. THIRD PARTY SERVICE PROVIDERS

- A. All professionals, such as caterers, party coordinators, florists, entertainers, musicians, photographers, etc. must sign a contract. In addition, private functions require sponsorship of a Temple member in good standing. The Temple office will provide copies of the guidelines and contracts to the host party or organization and it will be the responsibility of the host party or organization to return the signed contracts to the Temple office.
- B. Temple Beth Or will not be held liable for non-professionals, such as babysitters hired by the host party or organization.
- C. All third party service providers must adhere to the appropriate insurance and indemnification requirements contained in Section 3 of this document.
- D. No performers or other employees of the third party service providers providing services shall wear any clothing or costumes or provide any performances which are not appropriate for the sanctity of the synagogue and the occasion being celebrated.

- E. Fully Catered Functions. Caterers are required to sign Caterers Contract prior to accessing Temple Beth Or kitchen facility. Caterers are responsible for the set-up of the area being used (other than table, chairs, and other furniture items belonging to the Temple) and for the cleanup after their use. All Temple equipment should be used in the prescribed manner. The kitchen must be cleaned immediately following the event and left in the same condition as found. This includes stoves, ovens, sinks, cabinets, refrigerators and all other Temple equipment.

The room(s) used for the event must have all food and food particles, liquid and liquid spillage, containers and receptacles for food and liquid removed immediately after the event. Floors in these areas are to be left clean. The caterer must remove all trash and garbage from the premises immediately after the function. *Use of any of the Temple's kitchen supplies is not permitted by the caterer or the host of the event.* All equipment belonging to the caterer, including dishes, utensils, and containers of any sort, as well as surplus food/liquid, must be removed from the premises immediately following the function.

- F. **Sisterhood's table linens are only to be used for Sisterhood or Temple functions.**
- G. The host will furnish all dishes, silverware, glassware, serving pieces and linens for a private function. Rented dishes, serving pieces and utensils may not be left inside the building unless they have been washed. Scraped items with food residue will be left outside the kitchen in closed bags or containers until retrieved by the rental company.
- H. Use and operation of all kitchen equipment must be under the supervision of the Temple custodian.

3. INSURANCE AND INDEMNIFICATION

A. All caterers and any of their subcontractors, as well as other third party service providers, shall have the responsibility and liability for employees or individuals working on their behalf. In addition, **General Commercial Liability Insurance** shall be required holding the Temple and its agents free of liability. Certificates of insurance evidencing all policies must be furnished to the Temple.

B. An individual or organization using the Temple's facilities assumes the sole risk for any of the user's property stored or used on the Temple's premises, and the Temple and its agents shall be free from any liability for loss or damage to such property except for their own gross negligence.

C. The Applicant will be informed in the event that the Temple facilities are in need of repair or construction. Temple Beth Or assumes no responsibility for any disruptions that may occur as a result of these conditions.

4. DECORATIONS, FURNISHINGS, EQUIPMENT, AND OTHER PROPERTY

A. The only pieces of equipment included for the use with rental of the facilities are the Temple's tables, chairs, and sound equipment as available. Rental or use of any Temple property off Temple premises is prohibited. Any individual or organization using the facilities of the Temple shall be responsible for loss, breakage, damage or other expenditures resulting from that use.

B. An individual or organization using the Temple's facilities assumes the sole risk for any of the user's property stored or used on the Temple's premises. The Temple and its agents shall be free from any liability for loss or damage to such property, except for their own gross negligence. Deliveries must be scheduled at such time as necessary to avoid interference with the conduct of religious services or other previously scheduled activities.

C. All flowers, decorations, food, equipment and personal items must be removed at the conclusion of the event.

D. All decorations must be free standing. Nails, staples, tape, Velcro, glue or any fasteners are not to be used under any circumstances on the walls, floors, doors, ceilings or other parts of the building or equipment without prior written approval from the Temple Beth Or office. In decorating any area of the building, the fire extinguishers and exits must not be hidden or closed off. All exit doors must be kept free and unobstructed; no tables, flowers, or other decorations may be placed in front of doors in compliance with the most current code and life safety guidelines. **No flammable materials may be used.**

5. WEDDINGS

A. The Temple is available for weddings of members in good standing or their children and must be approved by the rabbi.

B. The wedding party will have access to the building at least four hours prior to the ceremony if there is no other booking.

C. Photographers and videographers must conform to the policies of the officiating clergy. Photographers may take pictures on the pulpit before or after the wedding ceremony.

D. Wedding Rehearsals should be scheduled with the Rabbi or Temple office.

E. Temple Beth Or Facility Reservation forms, contracts, and fees must be in accordance with these Guidelines.

6. B'NAI MITZVAH

A. The Temple is available for B'nai Mitzvah to the children of members in good standing.

B. Entertainment, in addition to music, should be appropriate for the Sabbath and the occasion. It is the responsibility of the Bar/Bat Mitzvah family to communicate the proper standards of decorum to their guests.

C. No decorations should be used which might be interpreted as a non-Jewish religious symbol. All decorations should be appropriate to the dignity of the Temple.

D. No alcoholic substances should be made available to minors at any event.

E. Temple Beth Or Facility Reservation forms, contracts, and fees must be in accordance with these Guidelines.

7. FUNERAL SERVICES

A. The Temple is available for funerals to members in good standing.

B. Visitation may be held in the Library for fewer than 100 visitors. If more than 100 visitors are expected, it is recommended that visitation take place in the social hall.

C. In the event that more than 220 attendees are expected, additional chairs may be set up in the social hall.

D. Rabbi will guide the family from visitation to the sanctuary.

E. Police officers are recommended to assist with directing traffic and escorting the funeral procession and are the responsibility of the family.

8. STAFFING

A. The Temple Custodian will assume responsibility for setting up and breaking down all tables, chairs, and other Temple furniture as needed. The custodian of the Temple has specifically assigned duties and is not available for personal services. Request for changes in the room temperature must be referred to the custodian. Charges for the custodian will be billed by the hour if not within regular work hours. Charges will be made for extra help as required and billed to the host.

B. The host family or organization is financially responsible for additional custodial help as deemed by the Temple office.

C. The Temple suggests that at least two Police officers be employed to direct traffic at any large function and is the responsibility of the host/hostess.

D. Any babysitting requirements are the responsibility of the host/hostess.

9. FEE SCHEDULE

- A. **Sanctuary:** Capacity 220
- B. **Social Hall (with no food or drinks):** Capacity 170
- C. **Social Hall (serving food and drinks):** Capacity 120

SOCIAL HALL FUNCTION CHARGES

ATTENDEES	TEMPLE AUXILLARY	MEMBER PRIVATE	MEMBER SPONSORED	Custodial In House	Custodial additional
	Sisterhood, Men's Club, L'Chaim League	Wedding, Funeral, B'nai Mitzvah	Non Profit only with TBO sponsor	TBO Employee	Hourly Help
Social Hall Chairs only					
1 to 50	no charge	\$25	\$25	1	0
51 to 100	no charge	\$35	\$35	1	0
101 to 170	no charge	\$50	\$50	1	0
Social Hall Tables & Chairs					
1 to 50	\$25	\$25	\$35	1	0
51 to 100	\$50	\$75	\$100	1	1
101 to 170	\$75	\$125	\$200	1	2
Library (20)	no charge	\$30	\$50	1	0
Classroom (30)	no charge	\$25	\$30	1	0
Youth Lounge (50)	no charge	\$25	\$30	1	0

TEMPLE BETH OR CATERER’S CONTRACT

Today’s Date _____

Function Date _____

Caterer’s Name _____

Phone # _____

All Caterers must adhere to the established Temple Beth Or Facility Guidelines and sign this contract. Caterers are responsible for the set-up of the area being used (other than tables and chairs). All Temple equipment should be used in the prescribed manner. The kitchen must be cleaned immediately following the event and left in the same condition as found. This includes stoves, ovens, sinks, cabinets, refrigerators and all other Temple equipment.

The room(s) used for the event must have all food and food particles, liquid and liquid spillage, containers and receptacles for food and liquid removed immediately after the event. Floors in these areas are to be left clean. The caterer must remove all trash and garbage from the premises immediately after the function. *Use of any Temple’s supplies is not permitted by the caterer.* All equipment belonging to the caterer, including dishes, utensils, and containers of any sort as well as surplus food/liquid, must be removed from the premises immediately following the function.

Use and operation of all kitchen equipment must be under the supervision of the Temple custodian.

A. The following are expressly forbidden at all times.

- *Pork and shellfish (including any food prepared with pork seasoning or lard)**
- *Smoking**
- *Any decorations or floral arrangements that is not freestanding**
- *Live animals, birds, or fish**
- *Confetti**
- *Rice or birdseed (as may be used at a wedding) within the building**
- *Handling of thermostats, Temple lighting or sound system by anyone other than the custodian**
- *Flammable materials**
- *Helium balloons must be removed the day of use and may not remain in the building beyond the end of the day of the event.**

B. All caterers and any of their subcontractors shall provide Standard Worker’s

Compensation. In addition, **General Commercial Liability Insurance** shall be required. Certificates of insurance evidencing all policies must be furnished to the Temple.

C. The Temple and its agents shall be free from any liability for loss or damage to such property except for their own gross negligence. Deliveries must be scheduled at such time as necessary to avoid interference with the conduct of religious services or other previously scheduled activities.

D. All flowers, decorations, food, equipment and personal items must be removed at the conclusion of the event.

E. All decorations must be free standing. Nails, staples, tape, Velcro, glue or any fasteners are not to be used under any circumstances on the walls, floors, door, ceiling or other parts of the building or equipment. All exit doors and fire extinguishers must be kept free and unobstructed in compliance with the most current code and life safety guidelines

F. Liquor, wine and beer may be served in the Temple. If the function includes children, adult supervision is required at the alcohol table to insure no alcohol is served to minors.

Caterer's Signature _____

Date _____

Insurance Certificates attached _____

Date _____

Host Signature

Date and Host's Printed name

TEMPLE BETH OR FACILITY USE AGREEMENT AND FACILITY RESERVATION FORM

Type of Event _____

Event Date _____

Event Host _____

TBO Member _____

Organization Contact (if other than a Temple Member)

Telephone _____ Fax _____

E-mail _____

Time of Event _____ AM/PM

Time building must open _____AM/PM

ROOM(S) REQUESTED:

- Sanctuary
- Social Hall
- Kitchen
- Classroom
- Youth Lounge
- Library

The maximum seating capacity in the Sanctuary is 220. The approximate seating capacity of the Sanctuary is 220, with the addition of the social hall the seating capacity is approximately 400. Maximum seating capacity in Social Hall (chairs only with no food or drink) is 170. Maximum table and seating capacity in Social Hall is 120. Maximum Reception serving with limited seating is approximately 120.

A diagram showing requested seating and table arrangements must be attached to reservation form.

TBO Board of Trustees reserves the right to modify above numbers but must do so upon reservation request.

Usage Fees as stated in Social Hall Function Charges:

Room(s) renting _____ Number of People _____

Cost of room(s) \$ _____ 50% or \$200.00 Deposit (due at booking)

Paid \$ _____ Balance Due \$ _____

Date Paid _____ Date Paid _____

EQUIPMENT NEEDS:

The following equipment is available at no charge but not considered a part of rental amount.

- Piano (Social Hall only)
- Microphone
- Lectern
- Thermos Carafe (2)

TABLE AVAILABILITY:

_____ 8 ft. long tables _____ 5 ft round tables _____ 6 ft round table (1)

Note: All tablecloths, napkins, dishes, glassware and silverware must be rented for all functions except Temple and Sisterhood.

*The host agrees to indemnify and hold harmless Temple Beth Or and its Employees for any loss, damage, or injury which may occur as a result of the actions of the host, its guests or invitees, its agents or employees, including but not limited to the caterer, florist, photographer, videographer, musicians, etc. in the use of the Temple facilities as contemplated by this agreement, including the cost of defending any such claim or action.

_____ **Host Initials**

*The host has read and agrees to abide by the Facility Use Guidelines as outlined, to pay all usage fees and deposits as required, and to ensure that all financial obligations to the Temple are current prior to the event.

_____ **Host Initials**

*The host will ensure that copies of appropriate insurance certificates are given to the Temple Office as required.

_____ **Host Initials**

*The host will leave the Temple facilities and contents in the same condition as before the event and will agree to pay any additional costs as may be necessary to make repairs or restoration.

_____ **Host Initials**

Contact Information

Caterer _____ Contact _____

Phone _____ Email _____

Set-up date/time _____

Florist _____ Contact _____

Phone _____ Email _____

Set-up date/time _____

Photographer _____ Arrival time _____

Phone _____ Email _____

Videographer _____ Arrival time _____

Phone _____ Email _____

MISC NOTES:

Room Diagram must be attached.