

FACILITIES USE POLICY

- 1) Bet Ha'am's facilities are available to serve the spiritual, educational, and social needs of its members and their families.
- 2) The facilities may be made available to other persons, organizations, and institutions of a religious, educational, social and philanthropic nature. Bet Ha'am in consultation with the Rabbi must approve of all proposed uses and have complete discretion to determine what is considered an appropriate use of Bet Ha'am's facilities.
 - a) Forms and information regarding rental of Bet Ha'am facilities are available on the website and by request from the Bet Ha'am office.
 - b) Bet Ha'am facilities shall not be used unless the applicant has received written approval from the Synagogue Administrator or Chairperson of the House Committee.
 - c) Use of the facilities is not permitted unless:
 - i) The application has been approved; Bet Ha'am has received a signed Facilities Use Contract incorporating these House Rules from the person, organization, group or agents thereof; all deposits, payments, and insurance arrangements required by these rules have been made.
- 3) Organizations that wish to book the facilities for regularly scheduled meetings may make one application for these meetings at the beginning of the year, listing dates and facilities required. Any subsequent modification will require a written change request at least two weeks in advance of the scheduled meeting.
- 4) All uses of Bet Ha'am facilities must terminate before 11:00 P.M. on Sundays through Thursdays. Events on Saturdays must terminate by 12:00 A.M. on Sunday morning. Bet Ha'am facilities are not available for use on Fridays after 4 P.M. So as to minimize noise escaping from the building, the outside doors must remain closed during the event with the exception of when individuals are entering or leaving.
- 5) Loitering around the property perimeter after a function's scheduled end time is not permitted. All functions must terminate at the time specified on contract.
- 6) Bet Ha'am's facilities shall be used in a manner that conforms with the dignity, propriety, spirit and atmosphere of a house of worship. A House Committee representative or authorized agent has the right to be present at any function, to verify compliance with these Rules, and to take immediate action to correct any noncompliance. Such representatives may require any person(s) to leave the premises because of unseemly conduct or non-compliance with these Rules.
- 7) Bet Ha'am's name shall not be used, other than to identify its location, in literature or publicity

related to use of the facilities, without prior written approval of Bet Ha'am's President.

- 8) Use of Bet Ha'am is confined to the hours stated in the Facilities Use Contract. No Bet Ha'am facilities other than those specified in the application are to be used during the function.
- 9) Bet Ha'am's tables and chairs are included with rental of the facilities. A Chuppah is available for weddings. Additional equipment required for a function must be supplied and paid for by the applicant. Audio visual equipment may be available from Bet Ha'am for a fee. Bet Ha'am does not allow rental or use of its property and equipment off of Bet Ha'am premises.
- 10) Any individual or organization using Bet Ha'am's facilities for functions other than a Kiddush after a Bnei Mitzvah or an Oneg following a Shabbat service to which the entire Congregation is invited shall be responsible for loss, breakage, damage, or other expenses resulting from that use. A \$500.00 refundable security deposit must be paid to Bet Ha'am 30 days prior to the function. A security deposit is not required for Life cycle events hosted by members of the Congregation to which the entire congregation is invited. For community-wide events sponsored or hosted by Bet Ha'am, a security deposit will be required at the sole discretion of Bet Ha'am.
- 11) In the event that loss, breakage or damage occurs, the individual or organization will be given notice that repairs or replacements are required and Bet Ha'am will undertake the necessary repairs or replacements. If the \$500 security deposit is insufficient to cover the repairs or replacements, Bet Ha'am will bill the individual or organization for the additional amount following completion of the work. The applicant shall pay the balance within fifteen days of being billed.
- 12) The furniture, fixtures, and equipment of Bet Ha'am shall not be moved or re-arranged, except for tables and chairs. Bet Ha'am property shall not be removed from Bet Ha'am at any time.
- 13) Equipment may not be brought into Bet Ha'am without the written approval of the House Committee, other than musical instruments and related sound equipment.
- 14) Any individual or organization using Bet Ha'am's facilities assumes the sole risk for the user's property stored or used on Bet Ha'am's premises. Bet Ha'am and its agents shall be free from any liability for loss or damage to the user's property. Approved equipment that is brought onto the premises for a function must be removed within two hours after the scheduled end time unless a written extension of such time is authorized and signed by the Synagogue Administrator or President.
- 15) Nails, staples, scotch tape and similar fasteners are not to be used on the walls, floors, doors, ceiling, light fixtures and other parts of the building and equipment. Decorations that are not on tables must be freestanding. When decorating any area of the building, fire extinguishers and exits must not be covered or made inaccessible. Explosive or highly flammable decorations are not permitted. Arrangements regarding use of special wiring and equipment must be made in advance with the Synagogue Administrator. All materials and equipment delivered to Bet Ha'am shall be charged to the contracting organization and the invoices so marked. Deliveries that are not so designated will not be accepted.

- 16) All vendors shall provide the following insurance coverage in the amounts indicated:
- a) Commercial General Liability coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, Bodily Injury & Property Damage.
 - b) Statutory Workers' Compensation and Employers' Liability insurance.
 - c) If alcohol is being served, Liquor Law Liability coverage in the amount of \$1,000,000.
 - d) Automobile Liability covering all owned, non-owned, and hired vehicles at a limit of \$1,000,000 Combined Bodily Injury & Property Damage.
 - e) Commercial Umbrella Liability in the amount of \$1,000,000 providing excess limits to the underlying policies noted in (a), (c) & (d) above.
 - f) If valet parking is being provided, Garage keepers Legal Liability at a limit of \$250,000 per occurrence.
 - g) Congregation Bet Ha'am must be added as an additional insured on each item of coverage listed above with the exception of (b).
 - h) Certificates of insurance evidencing all policies noted above must be furnished to Bet Ha'am at least 30 days prior to the function.
- 17) After each function, the user of Bet Ha'am's facilities and equipment shall restore the same to a condition of cleanliness and good order suitable for immediate use by others. The user will reimburse Bet Ha'am for any expenses (including the labor of Bet Ha'am's employees) incurred by Bet Ha'am to remedy the user's default. The security deposit may also be used for this purpose at Bet Ha'am's discretion. Failure to comply with these rules may result in loss of the privilege of using Bet Ha'am's facilities in the future. If food and beverages will be served, the caterer or food vendor must be approved by Bet Ha'am. Functions involving food and beverage service must conform to one of the following categories and comply with the specified rules.
- a) Party Categorization
 - i) Catered Functions: An approved caterer is retained.
 - ii) Self-Catered Functions: An individual or group provides food for their function without the use of a professional caterer approved by Bet Ha'am. Individuals are allowed to use kitchen facilities with approval of Bet Ha'am. Supervision of Bet Ha'am Custodians employed for the occasion and paid for by renting party may be required. If kitchen is to be used a minimum of two custodians must be retained

while the kitchen is in use if during the event.

- b) Bet Ha'am must be notified of the caterer at least thirty days prior to the event.
- 18) No shellfish or pork products may be served or brought into Bet Ha'am. Milk and meat must not be mixed in the same dish.
- 19) Bet Ha'am reserves the right to require that users only employ the services of Bet Ha'am-approved florists, party coordinators, decorators, musicians and photographers for functions held in our facility. Names of individuals and/or organizations employed for any of the above must be submitted to Synagogue Administrator for approval at least 30 days prior to function.
- 20) THE FOLLOWING ARE EXPRESSLY FORBIDDEN AT ALL TIMES
- a) Games of chance
 - b) Video games
 - c) Decorations or floral arrangements that are not freestanding or that give off excessive odor or scent
 - d) Live animals, birds, or fish (excepting service animals)
 - e) Signs and lights that can be seen from the street, or Bet Ha'am grounds
 - f) Cotton candy, glitter or paper confetti in the building
 - g) Smoke machines
 - h) Special effects, unless approved in writing by Synagogue Administrator or House Committee
 - i) Representative posters, decorations, or lights affixed to the walls, ceilings, fixtures, or Bet Ha'am furniture
 - j) Adjustment of thermostats
- 21) FOR WEDDINGS: The wedding party will have access to the Sanctuary one hour and fifteen minutes prior to the ceremony. If there is more than one ceremony on a given day, there will be at least two hours between the starting time of the ceremonies.
- a) The wedding ceremony is a sacred moment. It must precede the festivities. Food and

cocktails may not precede the ceremony. No liquor or wine may be served before the ceremony. Coffee may be served before the ceremony.

- 22) Photographers and videographers are only permitted to take still pictures during the wedding ceremony with a camera mounted on a tripod without flash, or still video from the rear of the space or attached invisibly to the Chuppah. No photography or video shall be taken on Shabbat or Holidays. The photographer should speak with a Bet Ha'am representative for specific instructions. Photographers may take pictures on the pulpit before and after the wedding ceremony. Pictures of the wedding party should be completed at least 15 minutes before the wedding ceremony is scheduled to begin so that the wedding procession may be set in order. Pictures of the Procession may be taken in the Lounge Area outside of the Sanctuary.
- 23) FOR BAR/BAT MITZVAH: Entertainment, in addition to music, should be appropriate for the Sabbath and the occasion. ***Any unique decorative theme should be carefully considered in the context of this significant religious event in the life of your child.*** Any questions regarding the propriety of entertainment or activities should be addressed to the Synagogue Administrator who will consult with the Rabbi. It is the responsibility of the Bar/Bat Mitzvah family to communicate the proper standards of decorum to their guests.
- 24) If a function has a theme or decorations which might be considered inappropriate by the congregation, the proposed decoration should be submitted to the Synagogue Administrator for review as soon as possible, but no later than 60 days before the event. This will enable Bet Ha'am to determine whether changes must be made to the theme or proposed decorations. ***Any unique decorative theme should be carefully considered in the context of what is appropriate to the event and the space.***
- 25) Persons who wish to arrange for religious ceremonies performed by officials other than Bet Ha'am's Rabbi must seek and obtain permission from Bet Ha'am.
- 26) No soloists shall be engaged for a religious ceremony without written approval of Bet Ha'am.
- 27) PERFORMERS AND PERFORMANCES: Performers and other vendor employees shall not wear any costumes or provide performances which are not appropriate for the sanctity of the synagogue and the occasion being celebrated.
- 28) The maintenance staff of Bet Ha'am has specifically assigned duties and is not available for personal services. They are available to respond to requests for changes in the building temperature.
- 29) Bet Ha'am provides a coat room but does not provide a coat room attendant. Bet Ha'am will not be responsible for the loss or theft of any personal property belonging to members or guests. Pending weather conditions and season, Bet Ha'am reserves the right to require that coat room attendant(s) be provided at the expense of the person or organization using Bet Ha'am facilities.

- 30) Bet Ha'am reserves the right to require that Security Guard(s) be employed at any function if deemed necessary by Bet Ha'am Administrator or House Committee based on size or type of function.
- 31) No smoking is permitted in Bet Ha'am facilities or grounds at any time.
- 32) Cars may be parked in the parking lot and legal street parking spaces. Bet Ha'am reserves the right to have any car removed, at the owner's expense, which is parked in violation of this rule. Bet Ha'am is not responsible for any vehicles parked on our premises. Valet parking is prohibited on Shabbat.
- 33) Until a deposit is received, applications and/or requests are not binding and Bet Ha'am has the right to release a date for use by another family, organization or group. The balance, if any, shall be paid at least one month before the date of the function. If the balance is not paid when due, the deposit will not be refunded and the facilities will not be made available to the applicant. If the facilities are not used, all monies paid under the application shall be retained by Bet Ha'am as liquidated damages unless Bet Ha'am is able to mitigate its damages.
- 34) Bet Ha'am reserves the right to change or modify these rules as it deems appropriate at any time.