



TEMPLE ADAT ELOHIM
 your place to learn...grow...connect...

FACILITIES RENTAL AND USE POLICY

(For Use By Outside Organizations and Individuals)

Thank you for choosing Temple Adat Elohim for your event. Temple Adat Elohim has certain rules and guidelines that are to be followed to insure a cooperative relationship between Temple members and guest users. The policy procedures listed in this document are to be adhered to without exception. Temple Adat Elohim maintains the right to refuse the renting of Temple facilities and equipment.

To finalize and confirm your reservation, please fill out, sign and return this letter to the Temple office. Please keep a copy of this agreement for your records. In addition, the Temple requires a Reservation Fee in the amount of \$_____ by _____(date), or your reservation will automatically be canceled. The Reservation Fee is non-refundable. If the Temple must cancel an event, the Reservation Fee will be refunded or applied to another mutually acceptable date.

The Temple also requires a security deposit for any spills or damage caused by the outside users. The security deposit required for your event is \$_____ due by _____(date). This amount will be fully refunded one week after your event, if there has been no damage.

It is required that the \$_____ balance of the total charge of \$_____ be paid on or before _____(date). Should payment not be received by the designated date, Temple Adat Elohim reserves the right to cancel the function.

TYPE OF EVENT

Type of Event _____

Room(s) Requested _____

Name of Family or Organization _____

Phone number of Contact _____ Cell number _____

Date of Event _____ Time of Event _____

GENERAL RULES

(initial) **Temple Adat Elohim does not allow smoking in any of its buildings.**
Smoking is permitted only in designated outdoor areas.

(initial) **Lighting and stage equipment may be set up only under the supervision of the building management.**

(initial) **No decorations and/or displays may be used which require being fastened to the walls or include open flames.**

(initial) **Food may not be served** (without prior written approval from building management). We have an excellent in-house caterer to meet all of your refreshment needs.

(initial) **Daytime events must conclude by 4:00 P.M. Evening events must conclude by 11:30 P.M.** These times may be altered, if prior arrangements are made, in writing, with the building management. All overtime will be billed at the rate of \$_____ per hour. Partial hours are not pro-rated.

(initial) **I/We have read and agree to the Summary of Fees as listed on page 4 of this agreement.**

I (We), agree to the above stated rules and promise to follow them to the best of our ability.

Signature of renting party

Date

Daytime phone number (_____) _____

Evening phone number (_____) _____

Cell number (_____) _____

SANCTUARY FEES

The Sanctuary is only available with rabbinic approval. The Senior Rabbi at Temple Adat Elohim must approve all outside clergy before a family or group may rent the Sanctuary. Individuals renting our Sanctuary who are members of another accredited synagogue may qualify for a discount. To receive the discount, individuals must provide written proof from the synagogue of their membership and the synagogue classification. Final rabbinic approval from Temple Adat Elohim will determine discount eligibility.

Rental Fee \$ 700.00 (Discount rate \$ 400.00)

Security Deposit \$ 250.00 (Refundable one week after event, if there is no damage.)

Fees include chair/table setup and breakdown, and utilities.

SANCTUARY RULES

Temple Adat Elohim does not allow flash photography in the Sanctuary while a religious service is taking place. All photographers must sign in agreement with this policy before they will be permitted to attend a service within the Temple Adat Elohim Sanctuary.

Temple Adat Elohim does allow video recording of religious services within the Sanctuary. However, the video camera must be set up inside the sound room behind the glass window. All videographers must sign in agreement with this policy before they will be permitted to attend a service within the Temple Adat Elohim Sanctuary.

Please have your photographer and/or videographer contact the Temple Adat Elohim office at least two weeks prior to your scheduled event.

SOCIAL HALL FEES

Weekends and Holidays (Non-Members)

Luncheon - **Rental Fee \$ 600.00** **Minimum Fee for Catering \$ 3500.00**

Dinner - **Rental Fee \$ 600.00** **Minimum Fee for Catering \$ 5000.00**

All individuals using the Social Hall must pay the security deposit.

Security Deposit \$ 250.00 (Refundable one week following event, if there is no damage.)

Weekdays

Rental Fee \$ 100.00 per hour (Two hour minimum)

Security Deposit \$ 250.00 (Refundable one week following last event/meeting, if no damage.)

Fees include chair/table setup and breakdown, utilities and janitorial.

CLASSROOM FEES

Weekends

Rental Fee \$ 35.00 per hour (Three hour minimum)

Security Deposit \$ 150.00 (Refundable one week after event, if there is no damage.)

Weekdays

Rental Fee \$ 25.00 per hour (Two hour minimum)

Security Deposit \$ 150.00 (Refundable one week after event, if there is no damage.)

Fee includes chair/table setup and breakdown, utilities and janitorial.

DESCRIPTION AND SUMMARY OF FEES

Reservation Fee –Non-Refundable	\$ 100.00 flat fee	Fee \$ _____
Room _____	\$ _____	Fee \$ _____
Security Deposit	\$ _____	Fee \$ _____
Additional Personnel Required – 3 hour minimum:		
Security	\$ 30.00 per hour	Fee \$ _____
Audio Equipment Operator	\$ 30.00 per hour	Fee \$ _____
Janitor	\$ 30.00 per hour	Fee \$ _____
Video Record of Event	\$ 125.00	Fee \$ _____
Other	\$ _____	Fee \$ _____

Total Deposit \$ _____ Total Due \$ _____

LIABILITY

Applicant agrees to indemnify and hold Temple Adat Elohim harmless from any and all claims for loss, injury, or damage to person and property while on the premises. Assigned Temple personnel have the responsibility and authority to protect the welfare and safety of all Temple guests and the maintenance of the Temple facilities. Designated Temple personnel are in charge of the Temple and they may act on behalf of the Temple Administrator during events. Designated Temple personnel will carry out their duties in a respectful manner towards guests and vendors. Charges for any damages to Temple Adat Elohim by any third party contractors (i.e. photographers, florist, DJ, etc.) are the financial responsibility of the individual or organization signing this agreement.

VENDOR'S AGREEMENT

A Certificate of Insurance is required to use Temple Adat Elohim facilities. The certificate must name Temple Adat Elohim as the additional insured. This must be presented to the Temple office prior to the event.

Name of Applicant _____

Organization _____

Address _____

Telephone/FAX _____

Signature of Lessee _____ **Date** _____

Prepared by _____ **Date** _____

Office Use:

Classroom number assigned _____

Deposit Received: _____ \$ _____
Date Amount/Check #

Final Payment: _____ \$ _____
Date Amount/Check #