

Temple Beth Tikvah
1600 N. Acacia Avenue
Fullerton, CA 92831
Phone (714) 871-3535 Fax (714) 871-4051
info@tbtoc.org

FACILITY USE AND PROCEDURES

RESPONSIBILITIES AND INDEMNIFICATIONS

Use of these facilities is subject to the conditions, rules, and policies stipulated in these documents and any/all attachments. Consent or direction of the Executive Director or an official of the Temple Beth Tikvah Board of Directors may establish any special requirements.

By entering into this rental agreement, signatory agrees to indemnify and hold the Temple, its officers, board members and employees harmless from liability, judgement or damages caused as a result of any action or failure to act by signatory, guests, invitees or employees. Signatory specifically assumes all responsibility for guests, invitees, employees or third parties with whom signatory contracts to provide goods or services and agrees to clean, repair or pay for all damage caused by such persons.

The signatory on the agreement is responsible for any/all loss and damage to any property of Temple Beth Tikvah as a result of the function. Loss or damage will result in assessment of costs against signatory, including but not limited to, the full amount of the security deposit and rental fee. The signatory on the agreement is responsible for maintaining order and abiding by all rules, which are stated in this document.

The signatory on the agreement is responsible for ensuring that nothing is affixed to any walls, furniture or other property of Temple Beth Tikvah without specific approval of the Executive Director.

WHO MAY RESERVE

The facilities of Temple Beth Tikvah (the "Temple") may be reserved by members of the Congregation who are in good standing, subject to the approval of the Executive Director. Non-members and/or outside organizations may use the facilities of the Temple only upon approval by the Executive Director.

WHEN TO RESERVE

Members may make reservations no more than one year prior to the event, subject to the pre-existing Ritual and Events calendar. Non-members may reserve no more than 9 months prior to the event.

HOW TO RESERVE FOR BAR/BAT MITZVAH

All Bar/Bat Mitzvah ceremonies and celebrations must be reserved through the Temple office. You will be given a Bar/Bat Mitzvah Manual to read and an application to fill out. The Religious Practices Department governs eligibility for a Bar/Bat Mitzvah. Please read the manual thoroughly. Upon acceptance to the Bar/Bat Mitzvah program, you may calendar a date for your simcha. **The Bar/Bat Mitzvah program at Temple Beth Tikvah is open only to members in good standing.**

RENTAL DURATION

Rental of facilities is done on an hourly basis (see: Current Schedule Fees page).

Additional Costs: There is a nonrefundable security fee of \$150.00 per event. As well as a Security Deposit of \$250.00, which is refunded less any deductions for breakage, damage to the facility, equipment or extra cleaning.

To offset increased maintenance and operating costs, if a function or activity runs over its allowed time period, each additional hour or fraction thereof will result in a charge of \$100.00. All rentals must end, be cleaned up and out, no later than 12:00 a.m. (midnight).

Revised April 2017

FINALIZATION OF RESERVATIONS

Reservations are only considered to be final and binding upon signing by all parties of the "Temple Beth Tikvah Facility Rental" form, upon the receipt of all deposits, and upon placement on the Temple's Master Calendar.

USAGE OF THE FACILITIES ON SHABBAT AND HOLIDAYS

Only functions relating to Shabbat/holidays and Bar/Bat Mitzvahs will be permitted.

PERSONAL PROPERTY

Neither Temple Beth Tikvah nor its officers or employees assume any responsibility for loss or damage to any property brought into the building by individuals or organizations. All items for any activity should be brought in immediately prior to the event. Safeguarding of these items is the sole responsibility of the person or organization reserving the facility.

MUSIC AND DANCING

Volume: The music volume must be kept to a reasonable level during the entire function. Remember that Temple Beth Tikvah has neighbors and any annoyance might endanger our good standing and our ability to provide future facility rentals. Any issues with respect to noise ordinance are the responsibility of the signatory of the agreement.

Contract Music - Orchestras and/or Instrumentalists: It is understood that musicians who play under contract are also bound by the terms of this agreement. Responsibility for enforcement of the terms of this agreement resides with the signatory.

FOOD

No shellfish or pork products of any type may be served at any time at Temple Beth Tikvah. In addition, during Passover, no leavened or other prohibited foods may be served.

Arrangements for the use of the kitchen may be subject to the sharing of the facility if other Congregational activities are taking place at the same time.

Temple Beth Tikvah does not provide catering services. All food service will be under the control and responsibility of the signatory. The signatory (possibly through a caterer) must provide all labor associated with the set-up (with the exception of placement of tables and chairs), serving, clean up and dish washing. The kitchen must be left clean and neat. Details for kitchen use, if applicable, are found below.

CATERER

Any caterer who is brought in must have been approved in advance by the Temple. Any caterer employed by the signatory must furnish Temple Beth Tikvah with a Certificate of Insurance with a minimum coverage of \$1,000,000 for bodily injury and \$1,000,000 for property damage. In addition, the caterer must show evidence of Worker's Compensation Coverage.

To meet with approval, the caterer must agree to all conditions stated in the above paragraphs and those following. Caterers must provide all their own kitchen utensils, coffeepots, serving pieces, equipment, linens, china, etc. It is understood that the caterer is also bound by the terms of this agreement. Responsibility for enforcement of the terms of this agreement resides with the signatory.

Temple Beth Tikvah's preferred caterer is **CATERING BY GREG**. You may reach Greg Weitzman at (714) 336-7313 or ggwcookn@aol.com.

PROCEDURES FOR USING KITCHEN

The sinks, counters, stove, refrigerator, freezer and floors must be left in clean condition. Trash must be placed in covered trashcans or in sealed plastic garbage bags.

Do not remove any food or beverages from the refrigerator or freezer as they may belong to another Temple group.

If any food is brought into the kitchen prior to the function, make certain that it is marked clearly with name and date of function. All food used during the function must be removed immediately after the event. Any food remaining in the refrigerator or freezer may be discarded at the discretion of the Temple Beth Tikvah staff.

It is the responsibility of the signatory of the agreement to see that the kitchen is left clean after the function. Failure to leave the kitchen in a clean condition will result in the assessment of a cleaning charge against the security deposit.

ALCOHOLIC BEVERAGES

Alcoholic beverages may be served **ONLY** as part of a meal or reception. Any/all governmental permits, rules and regulations, which may pertain to the use of alcoholic beverages within Temple Beth Tikvah, are the responsibility of the signatory. The Temple has no blanket arrangements in force. If signatory serves alcoholic beverages, signatory assumes all responsibility and risk, therefore, and specifically agrees to indemnify and hold the Temple, its officers, board, members and employees harmless from liability, judgement or damages resulting therefrom, including, but not limited to, any act or failure to act by signatory, guests, invites, employees or any third party with whom signatory has contracted to provide goods or services.

ADDITIONAL TERMS AND CONDITIONS

An initial deposit will be required to confirm your reservation. If the Temple must cancel an event, the initial deposit will be fully refunded or applied to a mutually acceptable date. In the event this reservation is canceled 90 days or more prior to the event, the initial deposit will be refunded less \$50.00. If this agreement is cancelled within 90 days of the event, the initial deposit shall be forfeited.

Only those areas and facilities herein contracted may be used for the event.

Proper decorum and behavior shall be maintained.

Evening events must conclude at 12:00 a.m.

This is a **NON-SMOKING** facility. No smoking is permitted inside *any* buildings at Temple Beth Tikvah.

A diagram and/or written instructions for arrangement of tables, chairs, etc. must be submitted one (1) week prior to scheduled event.

**TEMPLE BETH TIKVAH
CURRENT SCHEDULE OF FEES**

TEMPLE BETH TIKVAH MEMBERS

SANCTUARY (Bar/Bat Mitzvah or wedding at which our rabbi/cantor officiate – no charge) Opening the Social Hall into the Sanctuary for a Social Event (4 hour minimum)	\$100/hour
SOCIAL HALL/KITCHEN (4 hour minimum)	\$100/hour
EXTENDED KIDDUSH	\$100/hour
PRE-SHABBAT DINNER All clean up must be finished prior to the beginning of Shabbat Services	\$100/hour
PATIO (in addition to/excluding Social Hall Rental)	\$100/hour
CHUPAH (if taken off campus)	\$100

NON-MEMBERS

**There is a nonrefundable security fee of \$150.00 per event
(this is not the refundable \$250 Security fee or the \$100 deposit)**

SANCTUARY (at the discretion of the Rabbi) (4 hour minimum)	\$200/hour
SOCIAL HALL/KITCHEN (4 Hour Minimum)	\$200/hour
PATIO (in addition to Social Hall rental)	\$150/hour
PATIO (without use of Social Hall)	\$200/hour
CHUPAH (if taken off campus)	\$150

RENTAL OF ASA CENTER FOR LIFELONG JEWISH LEARNING

CLASSROOMS Excluding library, youth lounge, and Room 105	\$40 per hour
LIBRARY	\$75/hour
ROOM 105	\$100/hour

DEPOSITS: An advance deposit of \$100.00, plus a Security Deposit of \$250.00 must accompany the completed facility reservation form. The security deposit, less any deductions for breakage, damage to the facility, equipment or extra cleaning will be refunded within one week after the rental date.

Please refer to the Facility Use and Procedures document attached to this document for further explanation of responsibilities, etc.

SET UP: It is your responsibility to submit a diagram/bullet point of the table/chair set up. This is what will be used by the custodian to set the room how you want it. Be sure to include all details relevant to your set up. This should be submitted to the Temple office at least 2 weeks prior to your event.

TEMPLE BETH TIKVAH

TODAY'S DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

(home)

(work)

(cell)

EMAIL: _____

DATE OF EVENT: _____ TYPE OF EVENT: _____

SET-UP TIME: _____ START TIME: _____ OUT TIME (end time plus clean up): _____

APPROXIMATE NUMBER OF ATTENDEES: _____ TEMPLE BETH TIKVAH MEMBER? _____

ROOMS REQUESTED: Sanctuary _____ Social Hall/Kitchen _____ Patio _____

CHUPAH: _____

CATERER'S NAME: _____

CATERER'S TELEPHONE: _____

DEPOSITS: An advance deposit of \$100 plus a security fee of \$250.00 must accompany this application.
FINAL PAYMENT must reach Temple Office seven days prior to event.

Signatory acknowledges and agrees to abide by the Temple Beth Tikvah Facility Use and Procedures which are incorporated by reference as fully set forth herein.

SIGNATURE: _____

OFFICE USE ONLY

MEMBER IS CURRENT _____

Office Staff

Total due to include: \$150 nonrefundable security fee, \$250 refundable security deposit, plus rate for total hours

TOTAL DUE: _____ BREAKDOWN: _____

DATE: _____ CHECK # _____ AMOUNT: _____ BALANCE DUE: _____

DATE: _____ CHECK # _____ AMOUNT: _____ BALANCE DUE: _____

DATE: _____ CHECK # _____ AMOUNT: _____ BALANCE DUE: _____

NAME FOR RETURN DEPOSIT: _____ MAIL OR PICK UP: _____

SECURITY DEPOSIT RETURNED: _____

Signature

Date