



August 2018

## Room Rental Guidelines

Temple Shaaray Tefila is pleased to arrange room rentals for a variety of lifecycle events, for both members and non-members. We look forward to working with you to plan your event or meeting.

Please note that room rentals are subject to availability. A space rental package includes:

- Security staff during your event
- Custodial staff on site before, during, and after the event
- Use of temple furniture and equipment including:
  - Up to 250 chairs
  - Tables (twenty-two 60 inch round, fourteen 72 inch round, twenty 8 foot long, twelve 6 foot long, four high top cocktail)
  - Optional dance floor
  - Kitchen with refrigerator, freezer and ice maker

**\*Please note that we do not provide any linens, paper goods, condiments, coffee, etc.**

## Event Spaces and Fees

<b>Room</b>	<b>Capacity</b>	<b>Member Rate</b> *All rates reflect a two-hour minimum rental fee	<b>Non-Member Rate</b> *All rates reflect a two-hour minimum rental fee	<b>Nonprofit Rate</b> *All rates reflect a two-hour minimum rental fee
Davis Room	140 seated; 110 seated with dance floor; 295 standing	\$1,200 \$600/hour, minimum two hours	\$1,500	\$1,300
Raisler Room	110 seated; 80 seated with dance floor, 150 standing	\$1,100	\$1,400	\$1,200
Classrooms	Ranges from 5 - 60	\$800	\$1,000	\$900
Sanctuary	686	\$1,800	\$2,000	\$1,900
Chapel	70	\$1,100	\$1,300	\$1,200
Rare Book Room	16	\$800	\$1,000	\$900

\*If your event exceeds the allotted time, please note that a fee of \$500 will be charged.

\*There is an additional \$250 fee per space for use of AV equipment, which can include any special lighting, smartboards, laptops or projector.

\*All sanctuary rentals must be pre-approved by Temple Shaaray Tefila clergy.

\*In rare instances, a portion of the Raisler Room may be available at the classroom rate.

Following your initial conversation with a member of our professional staff, please complete and submit the Room Rental agreement to secure your space. In the absence of a signed agreement, Temple Shaaray Tefila reserves the right to release the space. A deposit of 50% of the total rental fee is required to hold the space. The deposit is refundable up to 90 days before the date of your event. This deposit may be paid by cash, check (payable to Temple Shaaray Tefila), or credit card (3% administrative fee applies). Please note that the balance of the rental fee must be paid in full 90 days prior to the event date.

Organizations may rent our space for meetings and other events in accordance with the nonprofit rates listed above. They must be nonprofit and their mission must support our own mission and goals.

## Prior To Your Event

Shaaray Tefila must receive:

- Signed contract and payment in full at least 90 days before the event date.
- All information from vendors (Certificate of Insurance (COI), proof of Workers' Comp, details on deliveries, etc.).
- Please note that members must be in good standing with all temple fees at the time of your event. Having an open balance may void a rental agreement.

## Catering

- Temple Shaaray Tefila does not use an exclusive caterer, but we do have a list of preferred vendors who are very familiar with our spaces. You can access the list [here](#).
- You are welcome to use the caterer of your choice, as long as they are pre-approved by Shaaray Tefila. **We require a properly filled out Certificate of Insurance of \$1 million from all vendors.**
- We are a Kosher-style facility, and your event must be exclusively meat or dairy. We do not allow any pork or shellfish products.
- We are a nut sensitive facility.
- We require all caterers to bring their own staff members to set the tables, prepare and serve the food, as well as clean and clear all of the tables. The rented space must be left in the same condition in which it was found. Shaaray Tefila staff members will set up the room with tables and chairs to your specifications, but will not act as servers or busboys during the event.
- We allow wine and beer to be brought in by the caterer if they have a liquor license. A bartender must be present. Absolutely no underage drinking is permitted.
- We do not allow any open flames (candles, crepe makers, omelette stations, etc.). Sternos may be used.

## Photography, Decor and Deliveries

- **We require a properly filled out Certificate of Insurance of \$1 million from all vendors (florists, photographers, etc.)**
- We do not allow any photography or videography on Shabbat. Alternative arrangements for B'nei Mitzvah photo shoots must be arranged in advance with our B'nei Mitzvah Coordinator, Rachel Kaplan.
- Photographers may arrange in advance to take photographs in the sanctuary on weekdays, provided, however, that they do not tamper with bimah equipment such as microphones.
- We do not accept any vendor deliveries (linens, flowers, etc.) on Shabbat. All deliveries must arrive before 5:00pm on Friday.
- We do not allow any flowers on the bimah.
- No balloons over four feet high are allowed for decor. We also do not allow any wall decor, or anything deemed inappropriate.
- We are a non-smoking facility.

## Oneg (Reception Following Friday Evening Services)

We are delighted to be with you in every sacred moment of your life, and to celebrate smachot (happy occasions) together. We invite you to celebrate your simcha with us and the Shaaray Tefila community by sponsoring an oneg reception immediately following services. In Hebrew, oneg means “joy,” and we hope that we can celebrate your joy with you. In honor of your simcha, we also invite you to contribute \$360 to the oneg fund, which helps sponsor the reception that evening.

To sponsor a regularly scheduled Shaaray Tefila oneg in someone’s honor, you may contact our Director of Development, Anna Stein at 212-328-9393. As a sponsor, you will receive recognition during the Shabbat service.

## Funerals and Shivah

Shaaray Tefila clergy will officiate funerals in our sanctuary for a member and the parents, spouse, child, or sibling of a current member at no expense. Typically, members make a donation to Shaaray Tefila as an expression of gratitude for the officiating clergy. If the synagogue opens exclusively for the funeral, the member will be charged a security fee of \$1,000.

When a member arranges to have a funeral in our sanctuary, he or she may request access to our Davis Room, which is a large open space adjacent to the sanctuary. This can be used as a quiet space for the mourners.

When possible, clergy will lead the service that takes place in a house of mourning during Shivah (the Jewish mourning period) in congregants' homes; at times, trained members of the congregation may also lead the service in a house of mourning. Clergy work closely with a group of trained Caring Committee members to help coordinate shivah materials and logistics.

Pending approval from the Senior Rabbi or Executive Director, members may rent space at Shaaray Tefila for shivah upon request, pending availability. Rental fees and other logistics vary based on precise spaces utilized.

## **Contact Information**

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