



**CONTRACT FOR PRIVATE OR NON-CONGREGATIONAL
USE OF FACILITIES**

*For questions, please contact **Juliet Jensen, Program Associate**
Phone: 919.489.7062 ext. 222 or email jjensen@judeareform.org*

THIS CONTRACT is **established** on **TODAY'S DATE**, by and between JUDEA REFORM CONGREGATION, 1933 West Cornwallis Road, Durham, NC ("Congregation") and **HOST NAME** ("Host(s)").

Host(s) have applied to Congregation for the use of Congregation's facilities for the following event:

Host Information	
Host Name(s):	
Rental Type (select one):	<input type="checkbox"/> Member <input type="checkbox"/> Non-Member Individual <input type="checkbox"/> Non-Profit Organization
Host Email Address:	Host Phone Number:

Event 1 Information			
Event Date:			
Name of Event:		Event Description:	
Spaces Rented:		Expected Guest Count:	
Set-Up Start Time:	Event Start Time:	Event End Time:	Clean-Up End Time:

Event 2 Information, <i>if applicable</i>			
Event Date:			
Name of Event:		Event Description:	
Spaces Rented:		Expected Guest Count:	
Set-Up Start Time:	Event Start Time:	Event End Time:	Clean-Up End Time:

Event 3 Information, <i>if applicable</i>			
Event Date:			
Name of Event:		Event Description:	
Spaces Rented:		Expected Guest Count:	
Set-Up Start Time:	Event Start Time:	Event End Time:	Clean-Up End Time:

Facility Use Fees listed on following page

Facility Use Fees		
Standard Rate	Quantity	Charge to Host
Facility Rental Fee: <i>Facilities rented listed here. Rental rates can be found at www.judeareform.org</i>		
Turnover Fee (to turn spaces around for consecutive rentals by the same host): \$300		
Custodial Fee (only during off-hours; non-members only), 3-hour minimum: \$25/hr		
Required Security (minimum 4 hours); price set by City of Durham: \$35/hr		
Dance Floor: \$200 Select Size: <input type="checkbox"/> 15x15 <input type="checkbox"/> 18x18 <input type="checkbox"/> 21x21		
Table Linens: \$10 convenience fee; Tablecloths= \$5/piece; Napkins= \$0.25/piece and a 10% loss prevention fee		
Stage: \$200		
Whiteboard: \$15		
Easel: \$15		
LCD Projector: \$25		
Screen: \$25		
Lectern/podium with microphone: \$25		
Total Balance:		
50% DEPOSIT:		\$
(Due upon signing)		
BALANCE LESS DEPOSIT:		\$
(Due 30 days prior to event date)		Due _____
PLUS REFUNDABLE SECURITY DEPOSIT:		\$ 500.00
(non-members only, separate check due 30 days prior to event date)		

Please list the names and contact information for the following vendors you plan to use for your event. If you don't yet know, you may leave this section blank and update Congregation as you confirm with vendors.

List of Contractors/Vendors		
	Contact	Email/Phone
Caterer(s)		
Event Planner		
Florist		
Lighting		
Band/DJ		
Photographer		
Rentals/Deliveries		
Videographer		
Other		

DEPOSITS AND PAYMENT SCHEDULE

Hosts agree to the following terms of payment:

- **Rental Deposit:** The Hosts agree to pay an initial nonrefundable deposit of 50% of the total of all fees. This 50% deposit is due upon returning this signed and initialed Facilities Use Agreement, 60 days prior to the event. This payment will secure the Hosts' event date and is non-refundable. **Initials** _____
- **Remaining Balance:** The remaining agreed-upon Facility Use Fees will be due 30 days prior to the date of the event. For events arranged fewer than 30 days in advance of event date, full payment is due with completed contract. The agreed-upon date of payment will be the following: **DUE DATE HERE**. **Initials** _____
- **Security Deposit (Non-Members Only):** A \$500.00 refundable security deposit is due by separate check 30 days prior to the event. This payment will apply toward any damages to the facility and/or removal of furnishings. A post-event inspection will be conducted immediately following clean-up. After an inspection of the facility, your Security Deposit will be returned via check within 30 days of your event (minus any damage or clean-up fees retained, with an explanation of any deposit withheld). Current members of Judea Reform Congregation are excluded from this requirement. **Initials** _____
- **Judea Reform Membership Support and Fees (Members Only):** It is a long-standing policy that all outstanding membership support, religious school tuition, and lifecycle fees shall be paid in advance of any lifecycle event unless arrangements have been made with the Executive Director. **There will be an additional \$350 member lifecycle fee for b'nei mitzvah reflected separately on the Host's membership account.** **Initials** _____
- Payments may be made via cash delivery, check (made out to "Judea Reform Congregation"), or credit card.

Summary of Payment Schedule:

(a) Current Members of Judea Reform Congregation:

- **60 days prior to event:** signed contract and 50% Rental Deposit
- **30 days prior to event:** remaining Rental Balance and all outstanding membership support, religious school tuition, and lifecycle fees

(b) Non-Members of Judea Reform Congregation:

- **60 days prior to event:** signed contract and 50% Rental Deposit
- **30 days prior to event:** \$500 Security Deposit (separate check) and remaining Rental Balance

SETUP AND BREAKDOWN

- Hosts are responsible for ensuring that their event begins and ends within the contracted times (see "Event Start Time" and "Event End Time" above), with all vendors vacating the premises shortly after (see "Clean-Up End Time" above). Any additional time will be charged \$50 per hour. Out of respect for our neighbors, all events must end by midnight (12am), and all vendors and other staff must vacate the premises by 12:30am. Congregation recommends allotting at least an hour for clean-up. **Initials** _____
- Additional time for preparation/set-up of contracted spaces may be approved on a case-by-case basis if scheduling permits. Due to the volume and scheduling of congregational events and activities, requests for additional set-up time may not be granted. **Initials** _____
- Renters/Caterers/Decorators/Planners and other subcontractors must leave function room and all workspaces broom-clean. **Initials** _____
 - Kitchen floor must be swept and spillage mopped.
 - Counters and all equipment must be thoroughly cleaned.
 - Trash and garbage must be removed. JRC dumpsters may be utilized for this purpose only.
 - Oven and stovetop must be cleaned by the end of the event.
 - JRC staff will inspect kitchen/work space after each event.

- Host/Caterer shall provide all china, glassware, utensils, flatware, pots, pans, and trays. Congregation will make available small, plastic cups for Kiddush-only b'nei mitzvah. **Initials** _____
- Hosts will be responsible for moving, placing and removing equipment rented from external vendors. Congregation shall not move or place any rented equipment. **Initials** _____
- Hosts shall remove all event-related equipment (centerpieces, lighting, furniture, displays) at the close of the event unless prior arrangements have been made with the Executive Director. **Initials** _____

SECURITY

- Congregation requires on-site security for groups of more than 100 people or for groups serving alcohol regardless of size. Durham Police must be scheduled (by Congregation) for \$35/hour, at a minimum of 4 hours. Security must be on-site 30 minutes before the event begins and at least 30 minutes after the event concludes. **Initials** _____

RULES AND REGULATIONS

- Hosts will be given the option to rent table linens from Congregation by way of Congregation's vendor. Note that linen tablecloths are not floor-length, are available in limited colors and must be ordered through the Congregation 2 weeks in advance of event. The charge per piece is \$5, plus a \$10 convenience fee. Napkins are also available for an additional fee of \$0.25/napkin and a 10% loss prevention fee. **Initials** _____
- For b'nei mitzvah, use of the Monsein Community Court is included as a part of the lifecycle fee for a juice/challah Kiddush only (2 tables plus linens, challah and juice). Those wishing to use the Monsein Community Court for an enhanced reception, or in conjunction with the rental of the Levin Social Hall, will be assessed an additional fee. **Initials** _____
- Caterers/Contractors are to arrange delivery and removal times in advance with the Congregation. Drop-in arrivals may be refused admittance if they disrupt scheduled work. Additionally, all deliveries and retrievals must fall within pre-determined work hours. Rentals may be delivered the day before the event or on the event date and, if a weekend event, picked up on the following Monday. **Initials** _____
- No photography of any kind is permitted in the Sanctuary or on the *bimah* during religious ceremonies (i.e. b'nei mitzvah, brit milah, baby namings). For weddings, Host shall discuss photography policies with the officiating Rabbi or clergy. Photo sessions may be scheduled before or after any ritual event/observance. **Initials** _____
- Officiates at all weddings shall be one of the Rabbis of the Congregation or other clergy expressly approved by them. **Initials** _____
- **No smoking is allowed within Congregation's building(s) or grounds, including walkways and the breezeway between the Mirkaz Limud (Education Center) and the main building.** If your staff must smoke, they must leave Congregation's grounds (Cornwallis Road). All cigarette butts must be removed from public property. It is the **responsibility of the Host** to communicate this policy to all vendors. **Initials** _____
- Use of the playground is not permitted. **Initials** _____

DECORATIONS

- Decoration or equipment requiring electricity must be approved by the Congregation in advance of the event. **Initials** _____
- Due to the increased fire hazard, candles are permitted **for ritual use only** (Shabbat, Havdallah, Chanukah). Tealights, votive candles, hurricane lamps and the like are **not** permitted. **Initials** _____

- The use of wire, tacks, pins or tape on the walls, furniture, pews, or windows is not permitted without express written consent from the Congregation. **Initials** _____
- The use of rice, confetti, bird seed, silly string or similar materials is prohibited. **Initials** _____
- All exits must be fully accessible at all times: plants, decorations, trellises, stanchions, lighting displays/trusses or other equipment may not block an exit. **Initials** _____

SECURITY DEPOSIT, PROPERTY DAMAGE

- Hosts shall reimburse Congregation for any loss or damage to Congregation's property sustained as a result of use of its facilities by Hosts, or their agents, vendors, employees or guests. **Initials** _____
- Additional charges: Unexpected charges will be the responsibility of the Hosts. For example, if a caterer accidentally sets off the fire alarm and the fire department is notified, a false alarm fee of \$200 will be assessed. Payment of these charges is the sole responsibility of the Host, regardless of whether or not they are reimbursed by the vendor at fault. **Initials** _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

- Congregation is not responsible for injuries suffered by any person using its facilities, nor shall it be responsible for loss or theft of any personal property belonging to persons using its facilities. Host shall be responsible for the acts of their guests and of those providing hired services and will pay for any damage caused by them to Congregation. Hosts shall use their best efforts to ensure that their guests are familiar with the proper conduct expected of them in and around the synagogue. **Initials** _____

FOOD AND CATERING

- Only a caterer from the Congregation's Approved Caterer List may be hired by Host, unless granted written consent from the Events and Program Manager. A copy of this list is available on the Judea Reform website. **Initials** _____
- Caterers/vendors must abide by the relevant rules and regulations. A copy of these rules and regulations will be provided; however, Congregation holds the Hosts responsible for caterers/vendors and their service. **Initials** _____
- **All caterers and vendors** are to have on file at all times a current certificate of insurance (naming Congregation as a certificate holder) for general liability, liquor liability (when applicable), and Worker's Compensation along with a signed acknowledgment of Congregation's dietary policies. **It is the responsibility of the Host** to obtain these materials from the caterer/vendor. **Initials** _____
- Caterers must abide by Congregation's Dietary Policies (available on the Judea Reform website). Congregation reserves the right to request a copy of the final menu in advance of an event. Hosts/caterers found in violation of Congregation's dietary policies will be subject to a \$1,200 *traif* fine (for serving pork, shellfish, or meat and dairy in the same vessel). **Initials** _____
- Congregation may restrict the welcome of any caterer/vendor failing to comply with Congregation's regulations or may deny access at its own discretion. **Initials** _____
- All caterers/vendors and their agents are to comply fully at all times with the instructions of Congregation's maintenance/custodial staff. **Initials** _____

- Hosts/Caterers may use Congregation’s ovens, stovetops, convection ovens, warmers, refrigerators, freezers and ice machine. They may not use Congregation’s warming trays, pitchers, pots, pans or other serving pieces. Hosts/caterers may use Congregation’s coffee maker. **Initials** _____
- Food and drink may be served only in designated and contracted areas. Food shall never be served in the Sanctuary, nor will it be served or allowed outdoors without the express written consent from the Events & Program Manager. **Initials** _____

ALCOHOL

- Alcohol may only be served by a **licensed bartender or caterer**. If alcohol is to be served, Host must provide proof of the caterer’s liquor license and liquor liability insurance at least one month before the scheduled event. **Initials** _____
- Hosts/Caterer shall inform all Bar Attendants, if any, at the event, that intoxicating beverages may not be served to minors. **Initials** _____
- Only grape juice may be served at a challah/wine Kiddush following a b’nei mitzvah. Wine may be served at a b’nei mitzvah luncheons and dinners only when it is under the supervision of a licensed bartender or caterer. **Initials** _____

HOSTS:

JUDEA REFORM CONGREGATION:

Host Signature

Juliet Jensen, Program Associate

Date: _____

Date: _____

Please return signed contract and 50% rental deposit payment to Judea Reform Congregation to confirm your rental. Checks can be made out to “Judea Reform Congregation.”

Judea Reform Congregation
1933 West Cornwallis Road
Durham, NC 27705
www.judeareform.org