

CONGREGATION BETH ISRAEL- RESERVATION OF SPACE

***** At least one month lead-time is preferred for reservation. *****

Date of Event: _____ Today's Date: _____
Name: _____ Member _____ Non-Member _____
Address (if non-member): _____ Phone: _____
E-Mail: _____ Fax: _____

For BI Office Use Only

Deposit received (amount/date/initials): _____ Paid in full (amount/date/initials): _____
Who is Opening building: _____ Who is Closing building: _____

50% of the cost is required to reserve the date. Payment is due in full prior to the event. Please refer to "House Rules and Facility Contributions" list. Contact BI Administrator regarding payment.

Type of Event: _____
Start Time of Event: _____ Ending Time of Event: _____
Name of Caterer (if applicable): _____

Preferred Location in Building Complex:

Sanctuary: _____ Lower Level: _____ Upper Level: _____
House: _____ Foyer: _____ Outside Grounds: _____
Classroom: _____ Other (specify): _____

Set-up Options:

Number of tables required _____ Number of chairs required _____
Preferred configuration of tables: U-shape ___ Square ___ Rows ___ Along Wall ___ Other ___
Number of tablecloths required (BI provides white plastic only): _____
If only chairs are to be set up, indicate configuration: Circle ___ Rows ___ Semi-circle ___ Other ___
Chairs should be facing _____ (provide sketch on next page if necessary)
Will food be served? Yes ___ No ___ Number of set-up/serving tables required: _____
Type of food: Hot ___ Cold ___ Use of Kitchen required: ___ (See Kosher guidelines below)
Cleanup: Provided by BI ___ (Additional custodial charge may be necessary) Provided by Renter _____

Other Set-up Options:

If you intend to play music, what source will you use (CD, iPod, etc.) _____

These Items Require 2 Weeks Advance Notice and Approval of Technical Committee

LCD Projector _____ Projector location (front wall, screen, other?) _____
Use of Sanctuary Sound System for Events Other Than Worship _____

Additional Details

Provide sketches if necessary:

We, the renters, confirm the following:

- We will indemnify and hold Beth Israel completely harmless for
 - any and all property damage done to the building or its surroundings;
 - all personal or bodily injury;
 - all personal property damage or loss, if any, that may happen before, during, or after or as a result of the event.
- Only Kosher dairy or vegetarian (non-meat) foods (if any) will be brought into the building during this event.
- This event will only occupy the locations specified on the front of this form, for the date and times specified on the front of this form
- This event will occur on the date and time, and only in the location(s) specified above
- We will provide our own cleanup after the event, or be charged an additional custodial fee if Beth Israel provides the cleanup

Members must provide the name of an authorized and trained member who has a key fob and access code who will unlock and lock the building before and after the event. **Name of responsible member** _____

Members must provide the name(s) of those who will be responsible for set up and clean up for the event

Signature of Beth Israel Representative _____ Date _____

Signature of Member/Renter _____ Date _____

Any questions regarding reservations should be directed to Diane Longenecker, Secretary at 610-566-4645.

Rental Information: If you are expecting deliveries of tables, chairs, flowers, food, china, flatware, linens and/or a dance floor, please check the with the office staff to ensure that the building will be open. If you are a member, make arrangements with an authorized and trained member who has a key fob and code.

Name of member handling deliveries _____

**CONGREGATION BETH ISRAEL OF MEDIA
HOUSE RULES AND FACILITY CONTRIBUTIONS
GENERAL SPACE RENTAL**

Facility spaces may be rented for a variety of events: receptions, workshops, and so on.

Following is the contribution schedule for the rental of spaces:

	Max Capacity	Luncheon <i>Member/non—member price</i>	Dinner <i>Member/non—member price</i>	Lecture <i>Member/non—member price</i>
Lower Level	80 @ 10 tables	\$125/\$175 Incl. tables & chairs on that level.	\$175/\$250 Incl. tables & chairs on that level.	\$75/\$125 Incl. tables & chairs on that level.
	125 standing			
Sanctuary		\$300/\$400 plus \$1 per chair	\$350/\$450 plus \$1 per chair	\$150/\$200 includes chairs
	With 12x12 dance floor: 144 @ 18 rounds (<i>you provide rounds*</i>)	<i>You provide floor*</i>	<i>You provide floor*</i>	
	Without dance floor: 160 @ 20 rounds (<i>you provide rounds</i>)			
Upper Level (library)	64 @ 8 tables	\$100/\$150	\$100/\$150	\$100/\$150
House		N/A	N/A	\$40/\$60
Classroom		N/A	N/A	\$30/\$50

Rental Period is for 4 hours. Additional time will be prorated and must be cleared with Facilities & the Administrator at least 2 weeks before the event.

Members using the facility are expected to be up to date on their Congregational dues, Tuition and all pledges (or have made special arrangements).

To reserve your dates, note that 50% of requested contribution must accompany the reservation. The balance is due 2 weeks prior to the event.

* Beth Israel does **not** provide round tables or dance floors. The renter must arrange for these. Arrangements must be made with Administrator to open the building to install and remove these items.

**ADDITIONAL BUILDING USE
POLICY AND FEES**

The House	<p>The house is available upon request for overnight stays or Shabbat observant guests. However, the host family is responsible for providing cots, sleeping bags, and any necessary towels, toiletries, etc. At this time, the house is not available for functions that include food service. The rental fee is for the additional custodial service required to ensure your guests' comfort.</p> <p style="text-align: right;">\$30</p> <p><i>The house is temporarily unavailable for overnight stays, until a plumbing problem is resolved.</i></p>
Weddings	<p>The Beth Israel Sanctuary is available for use by members and potential new members for a wedding ceremony performed by the Rabbi of Beth Israel.</p> <p>Sanctuary Rental Fee</p> <p style="text-align: right;">\$200</p>
Funerals	<p>The Beth Israel Sanctuary is available for use by members or immediate family of a member, for funerals or memorial services. It is required that the Rabbi of Beth Israel officiate or co-officiate at this service. The supervising funeral home should plan the arrangements with the synagogue Administrator, the Rabbi, or the designated BI Lay Leader.</p> <p style="text-align: right;">No Fee</p>
Organization Meetings	<p>At the present time, we are also able to offer our facility for use by Jewish communal organizations for meetings and programs taking place during the weekdays or evenings when space is available. In accordance with our zoning policy, a member of Beth Israel would be required to "host" the organizational meeting.</p> <p>Multi-Purpose Room – Lower Level Set up of tables and chairs for seating and additional tables for beverage service.</p> <p style="text-align: right;">\$100</p> <p>Second Floor (Library) Meeting Room As above.</p> <p style="text-align: right;">\$100</p>

BUILDING POLICIES

Oneg Shabbat/Kiddush - Each Congregant is asked to serve one Oneg or Kiddush per year. Bar/Bat Mitzvah serves the Kiddush following their Mitzvah. Inclusivity is encouraged i.e., a congregational Kiddush before the private party, or an inclusive celebration.

Kashruth –

- BI and its grounds, including the kitchen, are dairy/vegetarian and Kosher fish facilities. They may only be used to prepare dairy, vegetarian and Kosher fish meals. All onegs, kiddushes and potluck dinners are dairy/vegetarian and Kosher fish, meaning that foods containing meat or meat products may not be brought into the synagogue for these occasions.
- If an event is to be planned that will serve meat, the meat must be Kosher, and dairy products may **not** also be served. The caterer or service wishing to serve meat meals must be Kosher and bring their own meat storage, cooking/warming, and preparation utensils. **No** BI kitchen items/utensils (except paper products) may be used for a meat meal. Please consult the Rabbi or Religious Practice Committee for any clarifications.
- At certain times of the year (e.g., Passover), additional dietary laws will also apply. Passover will be observed for 8 days in the synagogue to allow maximal inclusivity for the observance of all members.

Music - Only appropriate music is permitted. Music should not include violent or degrading lyrics or be related to music of other religions.

Cameras – Photography or Videography are **not** permitted during Shabbat services under any circumstance. However, picture taking is permitted before or after services.

Sanctuary change over - The ark must be covered when the Sanctuary Space is used for a reception.

Dance Floor - A dance floor must be rented if dancing will occur on carpeted area. Arrangements must be made with the Administrator to open the building to install and remove these items. BI does not provide these items.

Curfew Hours –

- Luncheon parties or other afternoon events may commence after Shabbat morning services, at approximately 12:30pm, and must end no later than 4:30pm
- All evening events must end by 10:30pm on weekdays and no later than midnight on Saturday. Additional time after curfew must be approved by Facilities and the Administrator. Overtime costs may be required for BI Staff working after curfew, and will be addressed on a case-by-case basis.

Caterers - Please check with the RPC, or the Rabbi before choosing your caterer.

Audio Live-Streaming and MP3 Archival –

- The BI Sanctuary sound system is equipped with a live-streaming system that permits remote listening. This system is active anytime the Sanctuary sound system is being used. Instructions for listeners are located on the BI website.
- The BI Sanctuary streaming system is capable of generating an MP3 audio archive, if needed. Contact BI Tech to have someone coordinate this. Note that MP3 audio archives of religious services are not permitted without permission from the Rabbi.