



B'nai Torah

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RULES AND REGULATIONS GOVERNING RENTAL OF CONGREGATION B'NAI TORAH FACILITIES

1. Congregation B'nai Torah is not responsible for injuries suffered by any person using its facilities. Congregation B'nai Torah is not responsible for loss or theft of any personal property belonging to persons using its facilities.
2. All functions must be cleared through the temple office.
3. No date is considered confirmed until a written contract agreement has been signed by both parties and a deposit has been received.
4. The facilities of the temple can be rented to non-member applicants more than one year in advance, only at the discretion of the Temple Administrator.
5. Afternoon affairs shall begin no earlier than 12:00 noon and terminate no later than 5:00 PM. Evening affairs shall begin no earlier than 6:00 PM and terminate no later than 11:00PM. This may be extended for an additional fee of \$150.00 per hour.
6. No reception of any kind is allowed before a ceremony or service.
7. Smoking is not permitted at any time in the temple or school building.
8. The Rabbi of Congregation B'nai Torah shall be present at every marriage service unless the Rabbi has, upon consultation, approved otherwise.
9. Final arrangements for tables, equipment etc., must be made at least 2 weeks prior to the function, by appointment with the Administrator.
10. ALL FINANCIAL OBLIGATIONS MUST BE PAID IN FULL 90 DAYS PRIOR TO THE FUNCTION.
11. All rules governing caterers, florists, photographers, and sound/video equipment must be given to persons hired by rental applicants; they are required to return a signed copy to the temple office. This is for your protection as well as the temple's.
12. No photography is allowed in the Sanctuary during a Bar/Bat Mitzvah or wedding service. Videotaping of weddings by a stationary, professionally operated video camera without lights at pre-determined sites, shall be permitted. The Rabbi has the sole responsibility of ensuring that the videotaping does not detract from the sanctity of the service.
13. Caterers, florists, or others are forbidden to use nails, boards, wires, tape or other fixtures which may cause damage to the temple walls, floors, or furnishings. The use of lighted candles is prohibited. Candles cannot be used in the sanctuary.

14. The applicant acknowledges the receipt of these rules and regulations when signing the rental agreement, and will give the temple the names of caterer, photographer, florist and others engaged to work on the premises (see below).
15. Applicants will abide by parking regulations. All driveways must be kept clear. No parking is permitted in front of the temple. Please respect our handicapped spaces. Parking is permitted only in designated areas.
16. Congregation B'nai Torah supplies tables and chairs needed for seating. Caterers, accommodators or persons renting the facilities must furnish necessary linens, dishes, silverware and any specialty items necessitated for the function.
17. Congregation B'nai Torah reserves the right to suspend bar privileges to any guests who become intoxicated. This decision will be made by temple staff, security staff and bartending/catering supervisor.

Caterer: _____

Phone: _____

Florist: _____

Phone: _____

Photographer: _____

Phone: _____

Videographer: _____

Phone: _____

Renter: _____

Date of Function: _____