

APPLICATION FOR USE OF TEMPLE OF ISRAEL FACILITIES

Date(s) of Use: _____ Room(s) Desired: _____

Time of Use: From _____ a.m./p.m. To _____ a.m./p.m.

Name of Organization or Person desiring use

Street Address

City

State

Zip

Telephone Number

Fax Number

Contact Person

Email Address

Temple of Israel Contact Person, if any

Telephone Number

Nature of use, content of program to be presented, number of people invited:

Special Requests:

The Temple of Israel shall not be liable for any injury or property in or about the Temple Facility, whether belonging to the user or any other person associated with organization. User may not gain access to the facility until the date it is reserved unless special arrangements are made ahead of time. User agrees that he/she is responsible for cleaning up the Temple Facility within 48 hours of completion of the event held in the Activity Center or within 24 hours for any other room. **[Note:** the building is not always staffed so arrangements shall be made ahead of time that the facility is open for access.] User warrants that he/she will maintain the Temple Facility under its control in a safe condition. User agrees to use the facility for only lawful purposes.

Organization ____ does or ____ does not have Liability Insurance Coverage.

*Any entity (other than the Temple of Israel) hosting an event where alcohol will be served at TOI will be required to obtain Host Liquor Liability Insurance. See details on page 5.

Any entity that contracts with the Temple for use of the facility as necessitated by filing an application for use of the facility will agree that the security requirements referenced in the application are to include a Greenville County Sheriff or City Police law enforcement officer. You may contact our Temple's security officer, Tim Martin, at 864.414.9104 for assistance.

User also agrees to indemnify the Temple of Israel from any and all liability, loss or damages, Temple of Israel may suffer as a result of all claims, demands, costs or judgments against it, including attorney fees and costs, whether such claims or actions are rightfully or wrongfully brought or filed, arising from all activities by the user during the period use rents the facility or any portion thereof.

Signature

Date

All requests are made to the Temple Administrative Assistant. Payment is expected prior to use. Use must be approved by the Temple Executive Committee, which meets by the first Monday of each month.

Executive Committee Approval by _____

Charge: _____ \$ _____

Temple of Israel Policy on Use of Facilities Amended December 4, 2019

The Temple of Israel building exists to serve the members of the Temple of Israel and others in the community of Greenville. Efforts should be made for maximum utilization of the Temple's facilities. Temple members and affiliate organizations of the Temple of Israel, community groups and particularly members involved in service to the community are encouraged to request the use of the Temple's facilities.

Rules for Usage

1. The Temple's facilities serve primarily the membership. The membership should schedule the use of facilities with the Temple's Administrative Assistant to ensure there are no conflicts. This should be done as far in advance as possible.
2. The Temple's Administrative Assistant shall maintain a scheduling calendar for Temple of Israel events. The Executive Committee shall approve the use of the facilities by all outside groups and for private parties of any type.
3. Generally, in light of the above, all scheduling for recurring or one-time utilization shall come on a first-come basis. Use of the Temple's facilities by outside groups will be planned around Temple programs. These events will not be scheduled more than three months in advance. Use of Temple social facilities by an affiliated member of the Jewish community may be scheduled up to 12 months in advance.
4. ***The Executive Committee of the Temple Board shall have general oversight of the use of the facilities and shall settle all conflicts, retaining the right to refuse any request for usage and having the ability to waive any usage fee. The Temple of Israel shall deny the use of the facility or organizations that may undermine our Creed, commitments and general purpose.***
5. **Use of the facility for events sponsored by the Temple congregation or one of its auxiliary organizations is free of charge. Free of charge usage for Temple members is only to include religious life-cycle events and receptions immediately following Friday night or Saturday morning religious services to which the entire congregation is invited. The member is responsible for all expenses incurred for the Temple custodian in excess of those normally paid by the Temple. Members scheduling a "private" party will be charged regular fees for personal usage (see fee schedule).**

General Requirements

1. All member and non-member groups will fully complete an Application for Use of Temple of Israel Facilities. This form is available from the Temple's Administrative Assistant. **Full payment (if applicable) must be made in advance of usage.**
2. A Temple member or employee must be responsible for all access to and exit from the building in accordance with the Temple security policy.
3. The user is responsible to leave the facility clean and neat and in the condition in which it was found.
4. An appropriate fee, covering costs incurred as a result of use of the facilities by outside organizations, community groups and others shall be determined by the Executive Committee of the Temple Board. Cost of services for the Temple custodian and Temple organist and other special requirements are to be arranged separately.
5. No smoking is allowed anywhere in the building.
6. Nothing may be attached to the wall or floors of the Temple.
7. Pork or shellfish may not be prepared or served anywhere on Temple premises.

Fee Structure

The Temple of Israel encourages members to use all of the Temple's facilities.

It is the responsibility of all members/organizations that use the Temple's facilities to leave the facility clean and neat and in the condition in which it was found prior to its use. They are also responsible for arranging access to the building in accordance with the Temple's security policy.

The Facilities are open from 9:00 am – 11:00pm unless other arrangements are made with the Executive Committee/President.

Members who use the activity center/main kitchen for a **congregational reception** after Friday night or Saturday morning services will incur no charge. Temple members using these facilities for a private party (dinner, dance, reception, etc.) will incur a rental charge of \$200. *****The user is responsible for additional costs including Temple custodians, caterers, etc. The user is responsible to leave the facility clean and neat.**

<u>Facility</u>	<u>Member</u>	<u>Non-Member</u>
a) Activity center/main kitchen	\$50/hr-hourly basis or \$200 as described above	\$500
b) Social hall/auxiliary kitchen	N/C except for a Private party: \$50/hr-not to exceed \$200	\$350
c) Classrooms/auxiliary areas Building is available 9:00am-11:00pm	N/C for TOI meetings N/C for community service groups or non- profit groups that have TOI members present and who take responsibility for access and cleanup.	\$15 for 1-2 hours \$30 for 2-4 hours \$50 for 4-8 hours
d) Sanctuary	Obtain wedding packet	\$500

Arrangements for weddings in the Sanctuary are contained in a Wedding Packet which is available from the Temple's Administrative Assistant who will coordinate scheduling.

Minimum acceptable insurance requirements:

1. **Commercial General Liability** **\$1,000,000 each occurrence/aggregate**
(For Non-Members)
2. **Host Liquor Liability** **\$1,000,000 each occurrence/aggregate**
(all applicants other than a TOI Event)
3. **Temple of Israel must be named as an additional insured in #1 and #2 above and evidenced on a Certificate of Insurance that is provided to the TOI in advance of the event.**

These coverages may be secured through your personal insurance agent or online via multiple sources including www.travelers.com.

(Please Note: Additional insured status usually includes the requirement that the status be required in a written contract executed before the event. Both applicant and the TOI Exec Board must sign this document)