

*The following Facilities Rules are construed as part of the Room Rental Agreement for facilities use at B'nai Israel Congregation.*

## INDOOR FACILITIES RULES

Please be aware that the following rules apply to **all areas** of B'nai Israel including hallways, social areas and classrooms in both the older and newer sections of the building.

- There is no smoking allowed in any area of the building at any time.
- No photography or videography is allowed during Shabbat in any area, inside or outside the building
- Nothing may be attached to or hung from the ceilings or walls in any room or hallway.
- No confetti or glitter of any kind may be used in any room for any type of celebration.
- No candles are allowed in the sanctuary or chapels except for religious observance. Candles in social areas must comply with the fire department code.
- Lighting in social areas cannot be altered except to adjust brightness from existing wall mounted controls. No light bulb substitutions may be made except for pin spots which are permitted only when installed by a licensed lighting company. Lighting in social rooms must be left in same working order as before the event. Any damage to the ceiling or lights will be billed on a cost basis.
- Any equipment that interferes physically, electronically or in any manner, with the safety, fire or security systems of the building will be not allowed in any area of the building.
- Under no circumstances will building safety, fire or security systems be compromised or altered.
- Only gaff tape or painter tape may be used on the floors. No other tape may be used on any building surface.
- No food or beverage is permitted in the Library, Chapels or Sanctuary except for religious observance.
- Alcoholic beverages may only be served by those with a current, approved liquor license.
- Any centerpiece or decoration containing food that will be consumed during your event must be approved by the Executive Director or by the mashgiach if one has been hired to oversee the function. (This does not apply to canned or packaged goods that are being collected for donation to a charitable organization after your event.)
- All preparations are subject to final approval by the Executive Director.
- Security guards are provided exclusively by B'nai Israel and are required inside the building for all functions. The number of guards needed is based on attendance. Final decision regarding security is based solely on the Executive Director's discretion.

## OUTDOOR FACILITIES RULES

Please be aware that the following rules apply to **all outdoor areas** of B'nai Israel including, but not limited to, gardens, pond areas, plazas, parking lots and the building perimeter.

- No smoking is allowed in any area around the building or on the grounds at any time.
- No photography or videography is allowed during Shabbat in any area, inside or outside the building
- Nothing may be attached to or hung from building walls.
- No poles, supporting stakes, sandbags or any other materials may be placed in or buried in any landscaped area.
- Pedestrian traffic may not cross through landscaped areas or garden beds. Only paved walkways may be used. Plant replacement with plants of similar size/shape to those that are damaged will be charged on a cost/labor basis.
- Use of the playground area is by pre-arrangement only. Adult supervision is required at all times.
- No confetti or glitter of any kind may be used.
- No open fires are allowed. Candle usage must comply with the fire department code. Wax removal will be charged on a cost basis.
- Existing lighting cannot be altered. Electrical equipment (including extension cords) must be certified for outdoor use and installed by either a licensed electrician or a licensed lighting company.
- Any equipment that interferes physically, electronically or in any manner, with the safety, fire or security systems of the building will be not allowed in any outside area of the building.
- Under no circumstances will building safety, fire or security systems be compromised or altered.
- Only gaff tape or painter tape may be used on the grounds. No other tape may be used on any building surface.
- Alcoholic beverages may only be served by those with a current, approved liquor license.
- Caterers are responsible for complete clean up of gardens and pond areas used. Outdoor trash receptacles are to be provided for catered events and disposed of properly at clean-up.
- Security guards are required for all outdoor functions, subject to the same policies as for indoor events.
- All preparations are subject to final approval by the Executive Director.

Disregard for any of the above will result in loss of damage deposit and, if necessary, additional charges for labor and materials will be billed to either the caterer or the person signing the contract.