



Temple Sinai Facility Use Guide

As of October 2023

Temple Sinai can accommodate a variety of gatherings, from small meetings in a classroom or the library, to catered banquets in Stern Hall.

Please read this Facility Use Guide carefully and call or email Betsy Bigelow-Teller at (510) 451-3263, ext. 301, or betsy@oaklandsinai.org, if you have questions.

A Few Guidelines:

- **To reserve Temple facilities for an event**, contact Temple Sinai 6 months in advance at (510) 451-3263, ext. 301, or betsy@oaklandsinai.org.
- **B' Mitzvah celebration requests** for Temple Sinai members are given first priority if they are made at least 6 months in advance.
- Six weeks before your event, contact Rizwan Mir ("Mir") at event@oaklandsinai.org to **review/finalize the Application and Agreement for User of Facility** and discuss your needs.
- **Non-members** should contact Betsy Bigelow-Teller at (510) 451-3263, x 301 or betsy@oaklandsinai.org to determine whether the desired date is available. Every request for use by a non-member or outside organization must receive approval by senior staff before a reservation can be secured.

Invitation/Address:

For events taking place in the **Sanctuary, Stern Hall** or **Albers Chapel**, the address to be used on the invitation or announcement is:

**Temple Sinai
28th & Webster Streets
Oakland, CA 94609**

For events taking place in the **Temple Sinai David Pregerson Preschool, classrooms** or the **library**, the address to be used on the invitation or announcement is:

**Temple Sinai
2808 Summit Street
Oakland, CA 94609**

Caterers

Temple Sinai does not provide catering. You may choose any caterer you wish, provided the following requirements are observed:

1. Shellfish and pork may not be served.
2. Certificate of Insurance: Event vendors (caterers, photographers, etc.) must file a Certificate of Liability Insurance and Worker's Compensation (COI) with the Temple at least 2 weeks before the event. A vendor must have liability insurance in the amount of at least \$1,000,000. The renter and vendor agree to hold Temple Sinai and Temple Sinai's agents harmless from any liability that may occur during the renter's use of the facilities that are not fully covered by the Temple's liability insurance. **If liquor is to be served, the renter or caterer must provide an endorsement on the certificate that host liquor liability is included.** This information must be emailed to the Temple at info@oaklandsinai.org.
3. If a B' Mitzvah family signs the Application and Agreement for User of Facilities, then a signed Vendor Agreement is not necessary.
4. Arrangements must be made for the caterer and other vendors to enter the building. The building can be opened as early as 8:30am on Saturday morning.
5. Caterers must remove all unused event food and drink from Temple premises at end of event.

Flowers/Floral Delivery

A flower stand is available for use in the Sanctuary. The flower stand is 41.75" tall with a recessed opening at the top that is 13" square at the top and tapers to 10.5" square at the bottom. The opening is 9.75" deep. This opening holds/conceals the container (vase or pot) of the flower arrangement. The total height of the flower arrangement and stand must not be over 6'2". From the top of the flower stand to the top of the flower arrangement should be 24" or shorter. Strongly scented flowers are not permitted.

Floral arrangements must be delivered when the Temple office is open (Mon.-Fri., 9:00am-5:30pm) or custodial staff are available. The best time is 2:00-4:00pm on Fridays. Please advise the office of arrival times for unloading and deliveries. All items should be clearly labeled, e.g., "Friedman Bat Mitzvah, 2-9-2026".

Custodians

The custodian on duty will assist with setup and breakdown of furniture and equipment, admitting and assisting florist, photographer or caterer, and cleanup following an event. Custodian is **NOT** responsible for table settings, tablecloths (unless rented from Temple Sinai), floral arrangements, centerpieces, or the arranging of food. Custodian is **NOT** responsible for dishwashing.

PLEASE BE HELPFUL AND RESPECTFUL OF OUR CUSTODIAL STAFF.



Facilities Use Fees – B' Mitzvah

As of October 2023 - Fees subject to change

Kiddush Luncheon, Stern Hall

Immediately following B' Mitzvah until 2pm

Fee: Included in B' Mitzvah fee

Extended luncheon:

Fee: \$100 per hour after 2pm

Evening Party Saturday of Service, Stern Hall

Hours: 4 hours -- must end by 10:00pm

Fee: \$1000

Security Fee

Fee: \$200

4 hours; each additional hour \$50

Friday Evening Dinner, Stern Hall

Fee: \$300

Security Fee

Fee: \$200

4 hours; each additional hour \$50

Tablecloths – Rental

Fee: \$20 each

You may also choose to rent tablecloths from an outside vendor.

Dance Floor

Fee: \$200

Miscellaneous

Laptop – ***no charge***

Projector – ***no charge***

Screen – ***no charge***

Portable sound system

Fee: \$100

Friday Night Oneg, Stern Hall

(If requesting that Temple take care of Oneg)

Fee: \$200

Includes use of kitchen appliances.

User must clean up thoroughly.

Sacred Garden

Fee: \$200

With Gaga Pit if desired



Facilities Use Fees – General

As of October 2023 - Fees subject to change

Stern Hall Sit-Down Meals for Evening Celebrations/Events

The price is all-inclusive and includes use of Stern Hall, tables, chairs, kitchen, custodial setup and breakdown of tables, and a security guard. The price does ***not*** include catering costs or dishwashing.

Up to 100 guests, 6pm-10pm: **\$1,000**

100-200 guests, 6pm-10pm: **\$1,500**

Non-Profit Organizations:

Contact Temple Sinai at info@oaklandsinai.org to discuss details and fee.

Sanctuary & Albers Chapel

Use of the Sanctuary for cultural events not sponsored by Temple Sinai (lectures, concerts, shows): Contact Temple Sinai at info@oaklandsinai.org to discuss details and fee.

For an additional fee, Temple offers:

Dance Floor **\$200**

Gaga Pit **\$200**

Tablecloth Rentals **\$20/each**

(To inquire about colors and sizes, contact event@oaklandsinai.org)

Important Information:

- A. **Emergency Protocol:** 1) When the fire alarm sounds, immediately evacuate the building. 2) Do not return to the building until the fire department or the Emergency Coordinator gives permission. 3) Don't ever open a fire door. 4) Evacuate to the parking lot adjacent to the temple on Webster Street, regardless of which building exit you use.
- B. **Guest Limit:** Please inquire with Temple Sinai, info@oaklandsinai.org.
- C. **Photography/Video/Music:**
 - B' Mitzvah:** Out of respect for the holiness of the Sanctuary during a B' Mitzvah service, no flash photography is allowed. Arrangements can be made for photographs to be taken in the Sanctuary prior to or following services. Please contact the Temple before scheduling a photography session.
 - Videotaping:** Videotaping is allowed during the service; however, the camera must be in a stationary position in the balcony.
 - Weddings:** While we all seek to ensure a complete photographic record of a wedding, the presence of a photographer and the sounds of a camera can intrude upon the dignity and spirituality of the ceremony. Photographs may be taken of the processional from any vantage, but during the ceremony, the cameras must be in a fixed position.
 - Wedding Music:** Renters make their own arrangements for instrumental and vocal music for wedding ceremonies.
- D. **Decorum:** Proper decorum and reasonable standards of behavior shall be maintained and enforced by all persons using Temple premises. The renter using the facility shall use only the agreed-upon area(s)/room(s) and shall comply with all rules and regulations as set forth herein and in the Application & Agreement for User of Facilities.
- E. **Smoking** is prohibited on Temple premises.
- F. **Heating systems** are managed by the custodian and cannot be adjusted by others. If an adjustment is needed, please ask the custodian for assistance.
- G. **Decorations:** No decorations may be tacked, taped, stapled, or otherwise fastened to doors or walls in the social hall without permission. Helium balloons are prohibited. If non-helium balloons are part of the décor, they must be removed when the event is over. Please use discretion in selecting party favors that could cause damage to the facility, e.g., bubble gum. **The use of loose candy pieces or table confetti is not permitted.**

- H. **Damage** to walls and/or floors will be repaired/refinished at the renter's expense.
- I. Renter is responsible for cleanliness and equipment used.
- J. Piano/organ/music must be pre-arranged with Cantor Keys.
- K. Wedding guests may not throw rice or bird seed inside Temple buildings.

Temple Contact Information

Whom Do I Contact?

Temple Phone: (510) 451-3263

Administrative Coordinator	Betsy Bigelow-Teller	betsy@oaklandsinai.org	ext. 301
Facilities Manager	Rizwan Mir ("Mir")	event@oaklandsinai.org	ext. 305
Business Manager	Rhonda Hartman	rhonda@oaklandsinai.org	ext. 303
Executive Director	Terrie Goren	terrie@oaklandsinai.org	ext. 304