



CONGREGATION B'NAI TZEDEK
 10621 SOUTH GLEN ROAD * POTOMAC, MARYLAND 20854
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FACILITY RESERVATION AND USE AGREEMENT^

Name(s): _____ Day of Week & Date of Event: _____ Member: _____ Non-member: _____
 Type of Function: _____ Expected Attendance: _____ Start Time: _____ End Time: _____
 (all events must conclude by midnight)

I. FACILITIES REQUIRED: PLEASE CIRCLE THE APPROPRIATE ROOM(S) AS LISTED BELOW:

		<u>MEMBERS</u>	<u>NON-MEMBERS</u>	<u>TOTAL</u>
1.	Burtoff Social Hall & Green Family Lobby*+	\$ 1925	\$ 3600	\$ _____
2.	Bergman Social Hall**+	\$ 1300	\$ 2350	\$ _____
3.	Burtoff Social Hall/Green Family Lobby***	\$ 750	\$ 950	\$ _____
4.	Burtoff Social Hall/Green Family Lobby****	\$ 550	\$ 825	\$ _____
5.	Bergman Social Hall***	\$ 550	\$ 825	\$ _____
6.	Bergman Social Hall****	\$ 400	\$ 675	\$ _____
7.	Berman Sanctuary, Holt Family Chapel or Courtyard*****	\$ 275	\$ 550	\$ _____
8.	Bergman Social Hall/Weinberg Assembly Area	\$ 225	\$ 225	\$ _____
9.	Gage Family Board Room (up to a 4 hour rental w/food)	\$ 350	\$ 500	\$ _____
10.	Gage Family Board Room (up to a 4 hour rental/no food)	\$ 150	\$ 300	\$ _____
11.	Classroom (up to a 4 hour rental)	\$ 100	\$ 200	\$ _____
	Additional Fees (as noted in Item II below)			\$ _____
			+ Mandatory Cleaning Fee:	\$ 400
	TOTAL			\$ _____

- * **Room rentals shall not exceed five hours; however, ALL evening events (parties/receptions) must conclude by midnight.** Fees stated above include use of the coatroom, restrooms, Goldblatt/Cooper Kitchen (up to two "prep" days before the event, as well as the day of the event), maintenance (two staff), and table and seating accommodations for up to 250 guests. **The entire security deposit (\$500) shall be forfeited for rentals exceeding the five-hour time frame (or any fraction thereof).**
- ** Same as * above, except that seating is available for up to 120 people.
- *** Rental is for up to 3 hours only (dinner or bris/baby naming) and **includes** the use of the Goldblatt/Cooper Kitchen on the day of the event only, with one maintenance staff person provided for up to 30 guests. I/We agree to pay the requisite fee noted below for each maintenance staff person needed for our event above and beyond the initial 30 guests.
- **** Rental is for up to 3 hours only (dinner or bris/baby naming) and **does not include** the use of the Goldblatt/Cooper Kitchen. One maintenance staff person shall be provided for up to 30 guests. I/We agree to pay the requisite fee noted below for each maintenance staff person needed for our event above and beyond the initial 30 guests.
- ***** Applies to weddings or other events (i.e., funerals for nonmembers) where none of the other facilities are rented. Includes setup and one maintenance staff person for up to 3 hours. An additional charge of \$55/hour will be assessed for additional maintenance personnel or for personnel required beyond the 3 hours. **(There will be no rental charge for the use of the Sanctuary for funeral services for members who have passed away (but a fee will be charged for a family member of a member).**

II. Other Fees (on an as-needed basis):

- Pipe & Draping for the Bimah \$225 (includes installation)
- Security personnel \$ 65/hour/individual
- Maintenance personnel \$ 55/hour/individual (1 maintenance person/every 30 guests for items 3-6 above)
- Coffee service for meetings/parties \$ 55/up to 100 people
- Place Settings \$1/setting for members; \$3/setting for non-members (setting includes plates, flatware, wine glass & water glass – We have a limited number of meat and dairy dishes available to rent)

THE ORIGINAL APPLICATION MUST BE SUBMITTED TO THE OFFICE MANAGER AND INCLUDE A ROOM DEPOSIT OF \$750 (\$1500 FOR NONMEMBERS), OR 50% OF THE ANTICIPATED FEE, WHICHEVER IS THE LESSER OF THE TWO. FOR CANCELLATIONS SUBMITTED IN WRITING TO THE OFFICE MANAGER **MORE THAN SIX (6) MONTHS BEFORE THE EVENT**, A REFUND WILL BE ISSUED, LESS A \$375 (\$750 FOR NONMEMBERS) CANCELLATION FEE. HOWEVER, IF A CANCELLATION IS MADE **LESS THAN SIX (6) MONTHS BEFORE THE EVENT**, THE FULL RENTAL DEPOSIT SHALL BE FORFEITED.

A **security deposit of \$500 (to be submitted as a separate check) is due in the Synagogue office at least 60 days before the event.** This deposit shall be refunded one week after the event, provided the facilities are left in original condition, free from damage, and there is no other violation of the Rules and Regulations Governing the Use of the Building and Facilities, as stated in your contract. **All other remaining balances due must be paid 60 days prior to the event.** As part of this rental agreement, the member (or person(s) requesting to rent the facility) agrees to complete the attached Event Confirmation Sheet and return it to the Office Manager at least 30 days prior to the event.

I hereby agree to indemnify and hold harmless the Synagogue, all members of its Board, all employees, staff, agents from and against all loss, damage, expenses, claims, actions, causes of action, demands, and costs of whatever nature arising out of the use of the Synagogue facilities, including, without limitation, costs incurred (including attorneys fees and costs) in enforcing this Agreement and the Rules and Regulations.

I/We agree to the fee schedule as set forth by Congregation B'nai Tzedek and acknowledge receipt and compliance with the Rules and Regulations as attached. I/We agree by my/our signature(s) affixed below to assume all additional costs incurred by Congregation B'nai Tzedek for failure to honor this agreement in full. These costs may include, but are not limited to: labor, maintenance, storage and labor for clean up in excess of two hours following the event.

 Amount of Deposit Rec'd: \$ _____ Date: _____ Balance Due: \$ _____ Date Due: _____
 Accepted by Applicant(s) (please print): _____
 Applicant's Signature: _____
 Address: _____
 Home Phone: _____ Cell Phone: _____ Home Fax: _____ Email Address: _____
 Accepted on behalf of the Congregation: _____ Date Received: _____
 Date on which executed copy of this Agreement was mailed to applicant: _____

^PRICES EFFECTIVE AS OF MARCH 1, 2004. ALL FEES SUBJECT ARE TO CHANGE WITHOUT NOTICE.