Facility Rental Information Packet

We are so glad you are considering celebrating a Simcha/event with us at Or Atid!

This packet contains information regarding rental and food requirements, including:

- Facility Rental Agreement
- Rental Information including:
  - Details and pricing for Simchas and Events
  - Terms and Conditions
  - Shabbat and Holiday Policy
  - Kashrut Policy
  - Kitchen Use Policy
  - Suggested Equipment Rental Firms
  - Suggested Kosher Caterers
  - Suggested Kosher Bakers

Please look over this information carefully and if you have any questions, please contact events@congregationoratid.org or you can call the Or Atid office and speak to: Kimberly Yaari  Kimberly@congregationoratid.org  508-358-9623
2022-23 Facility Rental Agreement

This Rental Agreement, dated __________, 20__, is between the Or Atid Conservative Jewish Association (“Congregation Or Atid” (COA)) located at 97 Concord Road, Wayland, Massachusetts and __________________________________________ (the “Renter”), with a principal place of business or residence at ____________________________________, for the use of COA’s facilities (the “Facility”).

Renter agrees to rent and Congregation Or Atid agrees to furnish on __________, 20__ (the “Date”) the services and portions of the Facility for the purpose(s) specified by the selections in the Fee Schedule.

<table>
<thead>
<tr>
<th>Event Type (see Rental Information Sheet)</th>
<th>Member</th>
<th>Non-Member</th>
<th>Rental Fee¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiddush Option #1: Simple Kiddush</td>
<td>$0</td>
<td>N/A</td>
<td>$</td>
</tr>
<tr>
<td>With optional Or Atid setting up challah, wine etc.</td>
<td>$100</td>
<td>N/A</td>
<td>$</td>
</tr>
<tr>
<td>Kiddush Option #2: Buffet Kiddush</td>
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<td>$</td>
</tr>
<tr>
<td>Day time Simcha Celebration</td>
<td>$1,000</td>
<td>$1,500</td>
<td>$</td>
</tr>
<tr>
<td>Night Simcha Celebration</td>
<td>$1,500</td>
<td>$1,800</td>
<td>$</td>
</tr>
<tr>
<td>Sanctuary Use for Other Simchas</td>
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<td>$</td>
</tr>
<tr>
<td>Sanctuary Use for Funeral Services</td>
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<td>$1,000</td>
<td>$</td>
</tr>
<tr>
<td>Social Hall without Kitchen (other than Simcha)</td>
<td>$550</td>
<td>$900</td>
<td>$</td>
</tr>
<tr>
<td>Social Hall with Kitchen (other than Simcha)</td>
<td>$950</td>
<td>$1,200</td>
<td>$</td>
</tr>
<tr>
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<td>$</td>
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<td><strong>Total Rental Fee</strong></td>
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<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total Security Deposit</strong></td>
<td></td>
<td>$0</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

¹Includes cost of Security when appropriate.

50% of the total rental fee (including security deposit) is due upon signing the agreement. Payment in full is due 1 month prior to rental date. This Rental Agreement is subject to the Terms, Conditions and Policies in the Rental Information packet including Appendices A-D, which are a part of this Agreement.

Total Enclosed  $___________

Or Atid Conservative Jewish Association  Organization (optional) ____________________
By: _____________________________________  By: ____________________________________
Printed Name: ____________________________  Printed Name: ___________________________

Congregation Or Atid, 97 Concord Road, Wayland MA 01778
Options for Kiddush & Simcha Celebrations

Kiddush Option #1: Simple Kiddush
- Fulfills the requirement that celebrants provide a simple Kiddush for all attendees which includes challah, wine and juice for all attendees.
- Access to and use of the Lobby or Social Hall from 8:30 AM until 1:00 PM
- Includes setup of one or two rectangular tables in the Lobby as well as tear down and cleanup.
- Includes the cost of security during the event.
- Does not include cost of catering service.
  - On request COA to provide and set up the Challah, Wine and grape juice Kiddush for $100.
  - Contact kimberly@congregationoratid.com
- Cost:
  - Members: $00
  - Non-Members: Not applicable
  - Optional wine, challah provided by Or Atid: $100
  - Included Security Costs (4.5 hours): $250

Kiddush Option #2: Buffet Kiddush
- Intended for post event informal buffet celebrations of up to 175 people.
- Access to and use of the Kitchen and Lobby or Social Hall from 8:30 until 2:30 PM.
- Includes setup of four hi-top tables and buffet tables as well as tear down and cleanup.
- Includes the cost of security during the event.
- Does not include cost of catering service.
- Kitchen cleanup is the responsibility of caterer. Caterer is also responsible for trash disposal; please refer to Appendix A Item 4.
- Cost:
  - Members: $600
  - Non-Members: Not applicable
  - Included Security Costs (6 hours): $300

Daytime Simcha Celebration
- Intended for sit-down celebrations of up to 225 people.
- Access to and use of the Kitchen, Lobby and Social Hall for up to 5 hours ending by 5:00 PM.
- Includes setup of tables and chairs as well as tear down and cleanup.
- Includes the cost of security during the event.
- Does not include cost of catering service.
- Kitchen cleanup is the responsibility of caterer. Caterer is also responsible for trash disposal; please refer to Appendix A Item 4.
Facility Rental Information

- **Cost:**
  - Members: $1,000
  - Non-Members: $1,500; Requires $1,000 security deposit
  - Included Security Costs (5 hours): $250

**Night Simcha Celebration**
- Intended for sit-down celebrations of up to 225 people.
- Access to and use of the Kitchen, Lobby and Social Hall beginning at 6:00 PM or one hour after Shabbat whichever is later. Ends by 12:00 AM.
- Includes setup of tables and chairs as well as tear down and cleanup.
- Includes the cost of security during the event.
- Does not include cost of catering service.
- Kitchen cleanup is the responsibility of caterer. Caterer is also responsible for trash disposal; please refer to Appendix A Item 4.
- **Cost:**
  - Members: $1,500
  - Non-Members: $1,800; Requires $1,000 security deposit
  - Included Security Costs (6 hours): $300

**Sanctuary use for other Simchas**
- Use of Sanctuary for a Wedding, Baby Naming, afternoon or non-Shabbat B’nai Mitzvah, etc.
- Held at times the congregation does not normally meet.
- Access to Sanctuary only for up to 3 hours.
- Includes the cost of security.
- Social Hall and Kitchen are available for extra cost. Refer to the other event types for costs.
- **Cost:**
  - Members: $600
  - Non-Members: *Not available*
  - Included Security Costs (3 hours): $150

**Options for Other Events**

**Sanctuary use for Funeral Services**
- Use of Sanctuary for Funerals
- Held at times the congregation does not normally meet.
- Access to Sanctuary only for up to 3 hours.
- Includes the cost of security.
- **Cost:**
  - Members: $0
  - Non-Members: $1,000; No security deposit required
  - Included Security Costs (3 hours): $150

**Social Hall without Kitchen (other than Simcha)**
- General rental for meetings and other events.
- Access to Lobby and Social Hall for up to 3 hours.
- Includes setup of tables and chairs as well as tear down and cleanup.
- Includes the cost of security during the event.
Facility Rental Information

- **Cost:**
  - Members: $550
  - Non-Members: $900; Requires $1,000 security deposit
  - Included Security Costs (3 hours): $150

**Social Hall and Kitchen (other than Simcha)**
- General rental for meetings and other events where food is served.
- Access to and use of the Kitchen, Lobby and Social Hall for up to 3 hours.
- Includes setup of tables and chairs as well as tear down and cleanup.
- Includes the cost of security during the event.
- Does not include cost of catering service.
- Kitchen cleanup is the responsibility of caterer. Caterer is also responsible for trash disposal; please refer to Appendix A item 4.
- **Cost:**
  - Members: $950
  - Non-Members: $1,200; Requires $1,000 security deposit
  - Included Security Costs (3 hours): $150

**Classroom or Library Use for members meeting use.**
- Prior approval required.
- Coordinate with Office Administrator.
- **Cost:**
  - Member: $0
  - Non-Members: Not applicable
  - Included Security Costs (assumes small gathering): $0
Appendix A:
Terms and Conditions

1. Use of Facility; Date
The Event may not impede or interfere with Congregation Or Atid’s religious services, school, or any religious activities or affairs. The reservation of the Date is not final until this Agreement is signed by all parties, any required deposits have been paid, and the Renter is current with any and all financial obligations to the congregation.

Renter must assure that all guests and hired personnel comply with all health-related restrictions in force on the data of the event. If the event is canceled due to state or Congregation Or Atid health-related restrictions all deposits will be returned.

2. Shabbat and Holiday Observance
No providers of hired services may violate Congregation Or Atid’s Shabbat and Holiday policy in preparation for the Event. Neither deliveries nor removal of goods are permitted after noon on Friday or before the end of Shabbat on Saturday. Delivery and removal times must be arranged in advance with an Or Atid representative. Congregation Or Atid’s policy concerning Shabbat and Holiday observance is attached as Appendix B.

No photography of any kind, including video recordings, is permitted on Shabbat or Festivals in the Sanctuary, the social hall, or any other part of the Facility or grounds.

Music of any kind must comply with Congregation Or Atid’s policy concerning Shabbat and Holiday observance. The Rabbi must be consulted prior to arranging music on a Shabbat or a Holiday.

3. Smoking
Congregation Or Atid is a non-smoking facility and smoking and/or vaping is prohibited at all times. Smoking/vaping on Shabbat and holidays is prohibited on the grounds as well as in the building.

4. Kashrut; Caterers
Congregation Or Atid is a Kosher facility. The Renter is responsible for providing all food and beverages for the Event. Renter may bring prepared or packaged food for the Event only after approval from the Kitchen Committee. Only Kosher caterers subject to the Kashrut license of the Kashrut Commission of the Synagogue Council of Massachusetts (The Va’ad Harabonim), or caterers subject to such other Kashrut licenses as the rabbi of Congregation Or Atid deems acceptable, shall be permitted to provide food services in the Facility. A suggested list of approved Kosher Caterers is provided in Appendix F. Caterers and must operate in strict compliance with Congregation Or Atid’s Kashrut policy, attached as Appendix C.

All hired service providers and vendors must leave the areas in which they operate clean. All items must be returned to their proper places at the conclusion of the Event and no items may be removed from the kitchen. All food and supplies must be removed from the kitchen after the Event, but in accordance with Section 2, above. Please consider making arrangements to donate any remaining food. Trash and garbage must be removed from the premises within 48 hours unless prior arrangements have been made and approved with the Kitchen Committee. Counters, floors and all equipment must be thoroughly cleaned and kitchen floors must be swept. The kitchen will be inspected after the event and

April 28, 2022 Congregation Or Atid, 97 Concord Road, Wayland MA 01778
the cost of any additional cleaning will be charged to the renter after first deducting from the security deposit (if applicable). See Appendix A Item 9.

5. Safety
All laws and regulations of the Commonwealth of Massachusetts and the Town of Wayland, particularly those related to safety and parking, will be strictly enforced. All exit doors must remain clear and unobstructed.

Congregation Or Atid will provide an armed security guard as specified in the Rental Information Section and pricing details.

6. Decorum; Music and Dancing
The Renter will ensure that all persons using the Facility in connection with the Event maintain proper decorum and a reasonable standard of behavior consistent with a synagogue event.

The music volume must be kept to a reasonable level during the Event. Any issues with respect to noise ordinances and disturbances are the responsibility of the Renter. The Renter is responsible for advising any musicians performing in the Facility about applicable restrictions, such as, by way of example only, the restriction against smoking, and for enforcing such restrictions.

Outdoor music, if amplified, is only allowed between the hours of 10:00AM and 6:00PM. Otherwise, a small group of musicians with unamplified instruments are permitted during rental hours, subject to compliance with Congregation Or Atid’s Shabbat and Holiday policy.

7. Liability and Indemnification
The Renter is responsible for the acts of their guests and of those providing hired services. The Renter shall be liable for the full costs (as determined solely by Congregation Or Atid) of any loss, equipment breakage, or damage to Congregation Or Atid’s equipment and physical property.

The Renter shall obtain appropriate Event insurance to cover their liability and potential damage to the facility.

Congregation Or Atid does not assume any responsibility for, and will not be liable to the Renter or to anyone else in the event of, theft, disappearance, or damage to any property brought into the building by the Renter or any third party with whom the Renter has contracted to provide goods or services.

The Renter shall be responsible for and does hereby release, indemnify, and hold Congregation Or Atid, its officers, board, members, and employees harmless for all costs, damages, liabilities, and expenses (including attorney fees) arising out of the Renter’s use of the facility for the Event, or caused as a result of any action or failure to act by the Renter and the Renter’s guests, invitees, employees, and any third party with whom the Renter has contracted to provide goods or services. Congregation Or Atid is not responsible for injuries suffered by any person(s) using the Facility.

8. Alcoholic Beverages
Alcoholic beverages are permitted, but they are to be served in moderation. The Renter is liable for the welfare of guests, especially those who will be driving. Caterers must provide Congregation Or Atid with a current certificate of insurance for general liability, liquor liability, and worker’s compensation no later than 2 weeks prior to the Event.
Any governmental permits, rules, and regulations that pertain to the use of alcoholic beverages within the Facility are the Renter’s responsibility. If the Renter serves alcoholic beverages, the Renter assumes all related responsibility and risk.

9. Security Deposit
A security deposit of $1,000 is required for the use of the Facility by non-Members.

Security deposits will be returned within ten days after the Event if the Facility is returned in the same condition as delivered. In the event that the Facility is not returned in the same condition as delivered, or if additional amounts are owed, the security deposit shall be used to pay for such amounts and all costs incurred in repairing, cleaning, removing event trash, or otherwise causing the Facility to be returned to its prior condition. The Renter will be responsible for any amounts that Congregation Or Atid expends in returning the Facility to its prior condition which are over and above the amount of the security deposit. Any amount owed shall be paid within ten days after written request.

10. Rental Fees, Cancellation
The Security Deposit (if applicable) and fifty percent (50%) of applicable rental fees are due upon signing this Agreement. The balance is due and payable no more than 1 month prior to the Event. All cancellations must be submitted in writing. For Events cancelled more than six months before the Date, a full refund will be issued. For Events cancelled between sixty days and six months before the Date fifty percent of the paid rental fees will be refunded. There will be no refund of rental fees for Events cancelled less than sixty days before the Date.

11. Tables, Dishes, and Equipment
The Renter may use the tables that are available in the social hall. Currently, there are:

- 180 chairs
- eighteen 60-inch diameter round tables
- eight rectangular tables
  - three 60”X30”
  - two 72”X30”
  - two 72”X36”
  - one 96”X30”

The Renter must make arrangements to provide additional tables and chairs, and all dishes, cutlery, glassware, linens, and other required furnishings at its own expense and effort. There are assorted white and blue linens available, plus a few multicolor linens. These must be washed and ironed upon return to Or Atid within one week. All rental equipment brought into the Facility must be removed within 72 hours after the conclusion of the Event or the end of Shabbat, whichever is later.

Recommended rental centers are attached as appendix E. Any food service item must be provided by an authorized caterer or must be new and unused. Disposable food service items must be new and in their original unopened packaging.

12. Decorations
Only freestanding decorations are permitted. A copy of a florist’s or decorator’s plan for decorations must be given to Congregation Or Atid at least two weeks in advance for review and approval. No decorations may be affixed to any window, column, wall, or painted or wooden surface. The use of wire tacks, nails, and tape is forbidden on the walls, furniture, pews, carpet, and curtains. The use of smoke and fog machines is prohibited. Candles on a cake, which are to be lit with a lighter and not a candle,
are allowed for a candle lighting ceremony. Candles as part of a Havdalah service are allowed. Otherwise only candles in an enclosed container, such as, votive candles, may be used. No other tapers or open flames are allowed. When candles are used, proper precautions must be taken to prevent wax from dripping on the floor (ie floor cloth). All decorations brought into the Facility must be removed within 72 hours after the conclusion of the Event. Balloons must be removed at the end of the event because they will trigger the alarm.

13. Reserved Rights
Congregation Or Atid reserves the right not to rent its Facility to any person or organization for any reason.

Congregation Or Atid may restrict the use of any caterer, florist, decorator, or other hired service provider for failing to comply with its rules and regulations.

Congregation Or Atid may require advance and non-refundable payment, including payment-in-full (including past due dues), from any congregant who is not current in their financial obligations to the Congregation.

14. Custodial and Set Up Assistance
Four hours of pre- and post-Event custodial service is included in the standard rental rates and six hours when the kitchen is used. The Renter agrees to pay for any additional custodial time (in whole hour increments) deemed necessary by Congregation Or Atid in its discretion in excess of that amount at the rate of $40 per hour. Such additional fees might be triggered by an Event running longer than planned, or simply an Event requiring additional clean up. The rental rates include assistance in setting-up and/or breaking-down the Event by our custodian.

15. Miscellaneous
This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

The Member Fee schedule is only available to Renters who are currently Members in good standing of Congregation Or Atid.

This Agreement contains the entire agreement relating to the use of the Facility for the Event, supersedes all prior agreements or understandings, written or oral, and may not be amended except in writing.

Congregation Or Atid will not be liable for any damage, loss, compensation, or claim by reason of inconvenience to the Renter if due to circumstances beyond the control of Congregation Or Atid, including without limitation disruptions in the supply of water, gas, or electricity; breakdown or mechanical failure of air conditioning, heating, or kitchen equipment; or necessary building repairs.
Appendix B

Shabbat and Holiday Policy

General Guidelines

From Friday at 3:00 p.m. until after the conclusion of Shabbat on Saturday night, writing, the use of cameras (with or without flash), and the use of any electronic equipment are prohibited. Exceptions to these rules will be made only for critical medical or safety reasons.

Telephone

Except in the case of emergencies, telephones of any type (including pay phones, pagers, and cellular phones) may not be used in the building or on the synagogue grounds from Friday at 3:00 p.m. until after the conclusion of Shabbat on Saturday night.

Music

It is the intention of this policy to foster a festive and celebratory atmosphere, while still preserving the sanctity and special nature of the Shabbat observance. During the official congregational Kiddush following services, there will be no music. This is out of respect for those members of the congregation who would object to musical instruments being played on Shabbat.

At a private luncheon that may follow the Kiddush, music will be permitted during Shabbat under the following conditions:
- The music must be traditional Israeli folk music or klezmer in style and tone
- There should be no more than 5 musicians
- Music must be live — no prerecorded music will be permitted. No electric guitars may be used but an electric keyboard is allowed.
- The Rabbi should be consulted prior to arranging for music on Shabbat.

Holidays

In general, Shabbat rules will prevail for the High Holidays and other major holidays such as Succoth, Pesach and Shavuot. The Rabbi should be consulted and will determine any exceptions.
Appendix C
Kashrut Policy

All food consumed in the building or on the premises shall be strictly kosher, and shall be provided by an approved caterer or other approved source. Refer to Appendix A4 for further information on caterers.

Catering
Congregation Or Atid’s kitchen facility may be used for either fleishig (meat) or milchig (dairy) meals. Only one caterer may be employed on any one Shabbat or holy day due to the logistics of early delivery and storage, and late removal.

Bringing in Food
Only commercially packaged food may be brought into the building. Any such food must have one of the approved kosher markings (K, (U), or Hechsher) and must be approved by the Rabbi or by a member of the Kitchen Committee.

Appendix D
Kitchen Use Policy

Caterers must contact Congregation Or Atid at least one month prior to the function to review arrangements. Final floor plans and delivery schedules must be communicated to the House Committee at least two weeks prior to the Event to help ensure that the Renter’s requirements can be accommodated and that the Event flows smoothly.

Caterers must use the kitchen door only for loading and unloading.

No kitchen equipment, other than major appliances, is available to caterers. No equipment is to be loaned or removed from the building at any time for any purpose, by any individual or organization.

No Congregation Or Atid supplies are available to caterers.

The kitchen and all kitchen equipment must be left in clean condition. The kitchen floor must be swept and washed.

The caterer must provide trash bags. All garbage and trash must be removed from the premises immediately following the function and before the caterer leaves. Garbage/trash must not be left in the Congregation Or Atid trash receptacles, dumpster, recycling bins, or anywhere on Congregation Or Atid property. If Congregation Or Atid has to dispose of any garbage or trash, the caterer will be charged for the expense of such disposal.

Smoking, vaping, gum chewing or tobacco chewing is prohibited in the kitchen at all times.

A custodian shall be present during a function at which food is served and during all non-member functions at an additional cost.

Renters and their guests cannot prepare their own meals without permission/consultation with the head(s) of the Congregation Or Atid Kitchen Committee.
Appendix E

Suggested Equipment Rental Vendors

1. Peak Event Services
   45AA Tosca Drive
   Stoughton, MA 02072
   (833)-888-PEAK
   https://www.peakeventservices.com/

2. Sudbury True Value Rentals
   712 Boston Post Rd, (Rt 20)
   Sudbury, MA
   (978) 443-RENT (7368) 1-800-56-4 RENT

Appendix F

Suggested Kosher Caterers

1. Tova's Catering, Inc. *
2. Ora Catering
3. Catering by Andrew *
4. Dushez Kosher Catering, Inc. *
5. A Perfect Taste Catering
6. Catering by Meital *

*Indicates they have previously worked at Or Atid

Appendix G

Suggested Kosher Bakeries

1. Stop & Shop in Framingham and Wayland
2. Shaw's Supermarket in Sudbury
3. Cheryl Ann's of Brookline
4. Kuppel's Bakery in Brookline
5. Blacker's Bake Shop in Newto
6. BJs
7. Costco