

LARCHMONT TEMPLE KITCHEN USAGE POLICY

We are pleased that you will be using our facility. Because the Temple is located in the middle of a residential neighborhood, we need to make every effort not to disturb our neighbors when we host catered events. Please read the following policy items, initial each one, and return the document to my attention at the Temple with your \$200 breakage/loss deposit. A copy of this document is posted in our kitchen.

Initial
to indicate your
commitment to comply

1. The door going to the driveway may only be opened when unloading and loading **It must remain closed at all other times.** _____

2. No Temple supplies or equipment are to be removed from the premises _____

3. All garbage must be bagged and thrown **into** the dumpsters at the right of the driveway door _____

4. Smoking is not allowed on indoor or outdoor Temple property _____

5. Please be sure the kitchen is left as you found it with all the counters wiped clean and the floor swept and mopped clean _____

Caterer's Name: _____

Address: _____

Phone: _____

Date of Event: _____

Please return completed form to: **Jane Sable-Friedman**
Executive Director
Larchmont Temple
75 Larchmont Avenue
Larchmont, NY 10538
Fax 914-834-7255
jsfriedman@larchmonttemple.org