

# ADATH JESHURUN CONTRACT FOR USE OF ADATH JESHURUN FACILITIES

## Contract Instructions

Adath Jeshurun is delighted to work with you on your event! Please read through this entire packet. Keep pages 1 – 4 for your reference. **Complete pages 5 – 9, and return them with your deposit as soon as possible.** Your event is reserved upon receipt by the synagogue of your completed pages 5 – 9 and your deposit. For more information or questions, call the AJ office at 458-5359.

*Please use the checklist below to guide you through the process:*

ACTION	DUE DATE	QUESTIONS?
<input type="checkbox"/> Obtain caterer's Certificate of Liability Insurance and forward to Holly Southwick - <a href="#">See page 2</a>	2 weeks prior to event	Holly Southwick hsouthwick@adathjeshurun.com
<input type="checkbox"/> Reserve AJ kitchen days by contacting Molly Evancho - <a href="#">See page 2</a>	2 weeks prior to event	Molly Evancho mevancho@adathjeshurun.com
<input type="checkbox"/> Verify with caterer that he or she has scheduled an "ingredients check" with Rabbi Slosberg - <a href="#">See page 2</a>	2 weeks prior to event	Molly Evancho mevancho@adathjeshurun.com
<input type="checkbox"/> Verify with caterer/party planner that he/she will take responsibility for removing each rental chair from the storage bag, and will place each chair back into the storage bag at the conclusion of the event - <a href="#">See page 2</a>	2 weeks prior to event	Molly Evancho mevancho@adathjeshurun.com
<input type="checkbox"/> Verify with caterer/party planner that he or she will take responsibility for dishwashing if AJ's dishes are used, as well as setting and clearing all tables that are used - <a href="#">See page 2</a>	2 weeks prior to event	Molly Evancho mevancho@adathjeshurun.com
<input type="checkbox"/> If ordering linens through AJ, provide the linen information requested on the Room Set-up forms - <a href="#">See page 3</a>	2 weeks prior to event	Molly Evancho mevancho@adathjeshurun.com

Congregation Adath Jeshurun  
2401 Woodbourne Avenue  
Louisville, KY 40205

Phone: 502.458.5359  
Fax: 502.451.5634

Email: [info@adathjeshurun.com](mailto:info@adathjeshurun.com)  
Web: [www.adathjeshurun.com](http://www.adathjeshurun.com)

# ADATH JESHURUN CONTRACT FOR USE OF ADATH JESHURUN FACILITIES

## 1. PAYMENT OF FEES; DEPOSITS

A Schedule of Fees which will apply to the use of Adath Jeshurun's facilities can be found on page 6. To reserve the use of the facilities, the User must pay a deposit equal to the estimated total fee. If the total actual fees due following the event exceed the deposit made by the User, the User shall be obligated to pay such balance within fifteen (15) days after the receipt from Adath Jeshurun of notice of the amount of the balance. If the total actual fees due following the event are less than the deposits made by the User, Adath Jeshurun will credit the User for the excess within fifteen (15) days after the date of the event.

## 2. CANCELLATION

Once the contract has been signed, 100% of the deposit will be refunded if the reservation is cancelled eight days or more prior to the event. If the reservation is cancelled seven days or less prior to the event, the deposit will NOT be refunded. If the reservation is cancelled on the day of the event, the deposit will NOT be refunded, and a \$150 cancellation fee will be assessed to the User.

## 3. USE OF THE KITCHENS

A kitchen day is the use of either the dairy or meat kitchen by the User or their caterer from 9:00 a.m. until 4:00 p.m. (All caterers must provide a certificate of liability insurance to work in the AJ kitchens). Simultaneous use of both kitchens is considered two (2) days. The party using the kitchens, whether the User or the User's caterer, must abide by Adath Jeshurun's rules and regulations regarding use of its kitchens, as outlined in the handout "AJ Kitchen & Event Space" which is enclosed if applicable. The User is responsible for the caterer's clean-up and breakage of kitchen items. The User is responsible for contacting the synagogue office at least two weeks prior to the event to reserve kitchen days. Additionally, the User is responsible to verify that the caterer has contacted Molly Evancho, AJ's Facility & Event Manager, in the synagogue office at 458-5359, at least two weeks prior to your event, to schedule a time for Rabbi Slosberg to inspect the cooking ingredients.

## 4. TABLES & CHAIRS

There is no fee for the set-up and take-down of any of Adath Jeshurun's tables and chairs. If the User rents tables or chairs, the User or caterer/party planner is responsible for setting up and taking down all rentals. Any questions regarding these arrangements should be handled directly by the User and Molly Evancho, AJ's Facility & Event Manager.

## 5. RENTAL CHAIRS

The User or the User's caterer/party planner is responsible for putting rental chairs back in the bags in which they arrived, and for stacking the bagged chairs. Chair rental companies charge additional fees to the Users when the chairs are not bagged and stacked for pickup. For pick-up of rental chairs on the weekday morning following the event, please inform your rental agency that the synagogue office opens at 9:00 a.m.

## 6. DISHES

Adath Jeshurun will supply dishes, flatware and coffeepots if desired at no charge. However, it is the responsibility of the User to make arrangements for the washing of the dishes. Dishwashing for catered events is to be handled by the User's caterer. For non-catered events serving 75 or fewer guests, or non-catered baking, we offer two kitchen clean-up options as outlined on page 5, "Clean-Up Options for Non-Catered Use of the Adath Jeshurun Kitchens." If Users desire to rent additional dishes from outside rental companies, then Adath Jeshurun's dishes will not be made available for use. This is necessary because mixing dishes from several different sources frequently leads to the loss of dishes.

## 7. TABLE-SETTING, SERVING AND CLEAN-UP

This contract does not provide staff support for placing linens on tables, setting tables, serving food or drinks, clearing tables or removal of linens after the event. These tasks are the sole responsibility of the User and/or the User's caterer/party planner.

## 8. STAGE USE

There is no charge to use the stage for a DJ and/or decorations. However, because the large auditorium stage is also used for chair storage, it is necessary for you to inform us that you will be using the stage so that the area can be cleared. If a User desires the use of the stage, indicate the request on the Room Set-Up Form.

9. **LINENS**

Adath Jeshurun will arrange to supply linens for the User's event only if requested by the User, and if a \$75 down-payment is included in the deposit referred to on the schedule of fees. Any difference in the actual cost will be either billed or credited to the User. Please indicate on the Schedule of Fees if you will be using AJ's linens. AJ provides white linens for buffet and round tables. If User opts for black or cream linens, this must be indicated on the contract and a two-week notice must be given to the shul. User or their caterer/party planner is responsible for putting on and removing all linens from tables.

10. **PULPIT FLOWERS**

Should the User elect to have fresh flowers on the bimah, it is the responsibility of the User to order and pay for the flowers. All floral arrangements need to arrive in a vase. All floral deliveries must arrive by 5:00 p.m. on Fridays (4:00 p.m. in the winter months).

11. **REMOVAL OF PERSONAL AND RENTAL ITEMS**

The sanctuary and auditoriums may be reserved for other events on the day following your event. The synagogue is not responsible for any items left in the building after the conclusion of the User's event. If items cannot be reasonably removed from the building that evening, please check with Molly Evancho to see if items can be stored until the following day at the User's risk.

12. **SATURDAY EVENING EVENTS; SHABBAT OBSERVANCES**

If the event is scheduled for Saturday evening, the User must obtain approval of the event's starting time from Rabbi Slosberg before the date of the event so as not to conflict with Shabbat. All events must be run in strict accordance with Adath Jeshurun's Sabbath Policies, a copy of which is enclosed if applicable.

13. **MUSIC**

We require that music be played at a sound level that is appropriate. Adath Jeshurun reserves the right to ask that the sound be adjusted if it is determined that the volume is too loud.

14. **KIPPOT**

Kippot must be worn by all males at all events in the synagogue.

15. **DAMAGE**

Should any damage result to Adath Jeshurun's property during the use of Adath Jeshurun's facilities for the User's event, the User will be held liable for such damage.

16. **OTHER USE OF FACILITIES**

Adath Jeshurun reserves the right to permit non-interfering use of other parts of Adath Jeshurun's building during the User's event.

17. **AJ STAFF FOR EVENT**

AJ will provide a kitchen staff person during your event. This staff member will work to ensure that the caterer follows all kitchen policies and procedures. AJ will also provide a staff member who will coordinate tables and chair needs, and monitor the security of the building.

18. **REQUIREMENT THAT MEMBER BE IN GOOD STANDING**

Adath Jeshurun's facilities are available only to Members in good standing who are current in their financial obligations to Adath Jeshurun. Adath Jeshurun reserves the right to refuse the use of its facilities to Members whose accounts are in arrears. Facilities are also available for rent to organized Jewish agencies.

19. **CONTRIBUTION TO MAZON**

Adath Jeshurun urges you to fulfill the mitzvah of feeding the needy by making a voluntary contribution to MAZON, A Jewish Response to Hunger. This contribution is entirely optional. The User's tax-deductible contribution will be handled by Adath Jeshurun and an acknowledgement will be sent directly to the User.

20. **SECURITY GUIDELINES**

For the safety of our congregants and guests, one security officer must be present in the building for all events. A security fee is charged as indicated on the Schedule of Fees.

# ADATH JESHURUN APPROVED KOSHER PRODUCTS – 2021



## *Is it Kosher?*

Per authorization by Rabbi Slosberg, the items listed below may be brought into the Adath Jeshurun kitchens. Please contact Rabbi Slosberg if you have any questions about kosher foods and candies: (458-5359 or [rabbi@adathjeshurun.com](mailto:rabbi@adathjeshurun.com).)

CATEGORY	VENDOR	DAIRY or PAREVE	CONTACT INFORMATION
Bagels	Breadworks – (all stores)	Dairy	254-2885 (Middletown)
Bagels	Costco	Dairy	420-0170
Bagels	Najla's Specialty Foods	Dairy	412-4420
Bagels	Payne Street Bakehouse (Nancy's Bagels)	Dairy	895-8323
Cakes/Desserts	Baskin-Robbins Cake (non-marshmallow only) (all stores)	Dairy	426-0660
Cakes/Desserts	Costco Cakes	Dairy	420-0170
Cakes/Desserts	Dunkin Donuts Glazed Donut	Dairy	290-3865 1250 Bardstown Road
Desserts	Graeter's Ice Cream	Dairy	451-0044
Cakes/Desserts	Krispy Kreme Doughnuts	Dairy	451-4880 3000 Bardstown Road
Cakes/Desserts	Kroger Pre-Cooked Sheet Cake (all stores)	Dairy	290-3865
Cakes/Desserts	My Favorite Muffin	Dairy	426-9645
Cakes/Desserts	Najla's Specialty Foods	Dairy	412-4420
Cakes/Desserts	Payne Street Bakehouse (Nancy's Bagels)	Dairy	895-8323
Cakes/Desserts	Sweet Surrender	Dairy (Pareve only with approval by Rabbi Slosberg)	899-2008
Candy	Muth's Candy	Dairy	585-2952
Candy	Sunkist Fruit Gems	Pareve	Paul's-St. Matthews 896-8918
Challah	Breadworks (all stores)	Dairy	254-2885
Challah	Panera Bread (all stores)	Dairy	895-9991
Challah	Payne Street Bakehouse (Nancy's Bagels)	Pareve	895-8323
Fruit	Any Cold Fruit Platters	Pareve	Paul's-St Matthews 896-8918
Fruit	Kroger Fruit Trays (all stores)	Pareve	452-6445 or 459-9805
Miscellaneous	McMahan Kroger – Kosher Section (all items)	Dairy or Pareve	452-6445
Miscellaneous	Sweet Surrender Dairy Lunch Menu	Dairy	899-2008

## CLEAN-UP OPTIONS FOR **NON-CATERED** USE OF THE ADATH JESHURUN KITCHENS

*(Please disregard this page if you are hiring a caterer)*

The Adath Jeshurun kitchens are maintained under the direction of the Louisville Metro Department of Public Health and Wellness, which demands certain sanitation requirements for which AJ must adhere in order to maintain our 100% sanitation rating.

The synagogue provides a Food Service Coordinator to assist members in safely operating kitchen equipment, moving heavy kitchen equipment and locating kitchen utensils. She is responsible for the kitchens, and oversees compliance with safety issues, sanitation, cleanliness and kashrut. It is not her duty to prepare food, wrap food, wash dishes nor clean the kitchen after it is used. We appreciate your patience and understanding of our Food Service Coordinator's role, as she enforces Adath Jeshurun's sanitation policies.

It is the member's responsibility to provide items needed for wrapping such as foil pans, plastic wrap, plastic storage bags, wax paper, tape, etc. These items must be provided by the member who is renting the kitchen.

It is the synagogue's expectation that our members will walk into an immaculate kitchen at AJ, and leave the AJ kitchen in the same immaculate state in which it was found. There are **two different options** which may be selected to accomplish this.

☛ **Select the option below indicating how the kitchen will be cleaned following your baking day:**

**OPTION A:** Member will agree to completely clean up after baking including washing all dishes, putting clean dishes away, cleaning all counters, throwing all trash in garbage cans, cleaning kitchen equipment used, putting away all items used for baking, and sweeping floors. Member will agree to restore the kitchen to the clean state that it was in when member arrived. Member will agree to pay a \$200 clean-up fee if the kitchen is not restored to the clean state in which it was found. The \$200 clean-up fee will be added to the member's synagogue statement.

**OR**

**OPTION B:** Member will pay the \$150 fee for a cleaning service to clean up, however, member will agree to remove dirty dishes off the counters and place them in the sink, and throw all trash in the garbage cans BEFORE THE CLEANING SERVICE ARRIVES. This option provides families with minimal responsibilities for cleaning the kitchen after baking.

Total amount due for kitchen cleaning: \$ \_\_\_\_\_ . **Add in this fee on Schedule of Fees (page 6)**

*I agree to comply with the terms as stated above:*

Member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCHEDULE OF FEES FOR USE OF ADATH JESHURUN'S FACILITIES

Name & Event: \_\_\_\_\_

Member No. \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

★ Please indicate below the rooms and options you are reserving for your event:

ROOM RENTAL	FEES	AMOUNT DUE
<input type="checkbox"/> David & Jonathan Blue Family Sanctuary	*No Charge	0.00
<input type="checkbox"/> Yarmuth Family Chapel	*No Charge	0.00
<input type="checkbox"/> Roth Family Boardroom (When used for serving food and drink)	\$115.00	
<input type="checkbox"/> Bornstein Classroom (When used for serving food and drink)	\$115.00	
<input type="checkbox"/> Benovitz Family Library (When used for serving food and drink)	\$115.00	
<input type="checkbox"/> Lobby (When used for serving food and drink)	\$115.00	
<input type="checkbox"/> Chester B. & Vivian Slosberg Sukkah	\$115.00	
<input type="checkbox"/> Charles & Jean K. Erskine (Large) Auditorium - Morning Event	\$230.00	
<input type="checkbox"/> Charles & Jean K. Erskine (Large) Auditorium - Evening Event	\$230.00	
<input type="checkbox"/> Rabbi Robert B. Slosberg Event Center - (Small) Auditorium Morning Event	\$230.00	
<input type="checkbox"/> Rabbi Robert B. Slosberg Event Center - (Small) Auditorium Evening Event	\$230.00	
<b>OTHER FEES</b>		
<input type="checkbox"/> *David & Jonathan Blue Family Sanctuary when wedding reception is not held in the shul	\$230.00	
<input type="checkbox"/> *Yarmuth Family Chapel when wedding reception is not held in the shul	\$230.00	
<input type="checkbox"/> Open the wall between the Blue Family Sanctuary and the Erskine Auditorium	\$130.00	
<input type="checkbox"/> Linens – Deposit of \$75, with balance to be billed: <input type="checkbox"/> Table Cloths <input type="checkbox"/> Cloth Napkins	\$75.00	
<input type="checkbox"/> Security for event (One officer required)	\$175.00	
<input type="checkbox"/> Mazon (Optional) – Suggested 3% of estimated total charges	Mitzvah Opportunity!	
<b>KITCHEN RENTAL</b>		
<input type="checkbox"/> <b>CATERED</b> use of Dairy or Meat Kitchen (includes \$70 deposit for Kitchen clean-up and breakage as explained in the Kitchen Guidelines.) ▪ Indicate which kitchen: <input type="checkbox"/> Dairy -or- <input type="checkbox"/> Meat ▪ List kitchen dates requested: _____	\$220.00 per day	
<input type="checkbox"/> <b>NON-CATERED</b> use of Dairy or Meat Kitchen (includes \$35 deposit for Kitchen breakage as explained in the Kitchen Guidelines.) ▪ Indicate which kitchen: <input type="checkbox"/> Dairy -or- <input type="checkbox"/> Meat ▪ List kitchen dates requested: _____	\$185.00 per day	
<input type="checkbox"/> <b>NON-CATERED</b> clean-up option A (Do-it-yourself) -or-	No Charge	0.00
<input type="checkbox"/> <b>NON-CATERED</b> clean-up option B (AJ will arrange for a professional cleaning service)	\$150.00 per day	
<input type="checkbox"/> Any use of Kitchens for <b>SERVING ONLY</b> on day of event (provided that there is <b>NO COOKING</b> involved)	No Charge	0.00
<b>TOTAL AMOUNT DUE:</b>		<b>\$</b>

The above schedule includes all fees and costs due to Adath Jeshurun for the use of its facilities. No additional amounts are payable to the custodial personnel or other employees of Adath Jeshurun, except for any additional services specifically requested and agreed upon between the member and the employees involved.

**FOR OFFICE USE ONLY:**

Date payment received: \_\_\_\_\_

Date copy of fee schedule scanned to Financial Administrator: \_\_\_\_\_

**ROOM SET-UP - AJ CHARLES & JEAN K. ERSKINE AUDITORIUM - (LARGE AUDITORIUM)**

User's Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Date set-up needed: \_\_\_\_\_ Stage Needed?  Yes  No

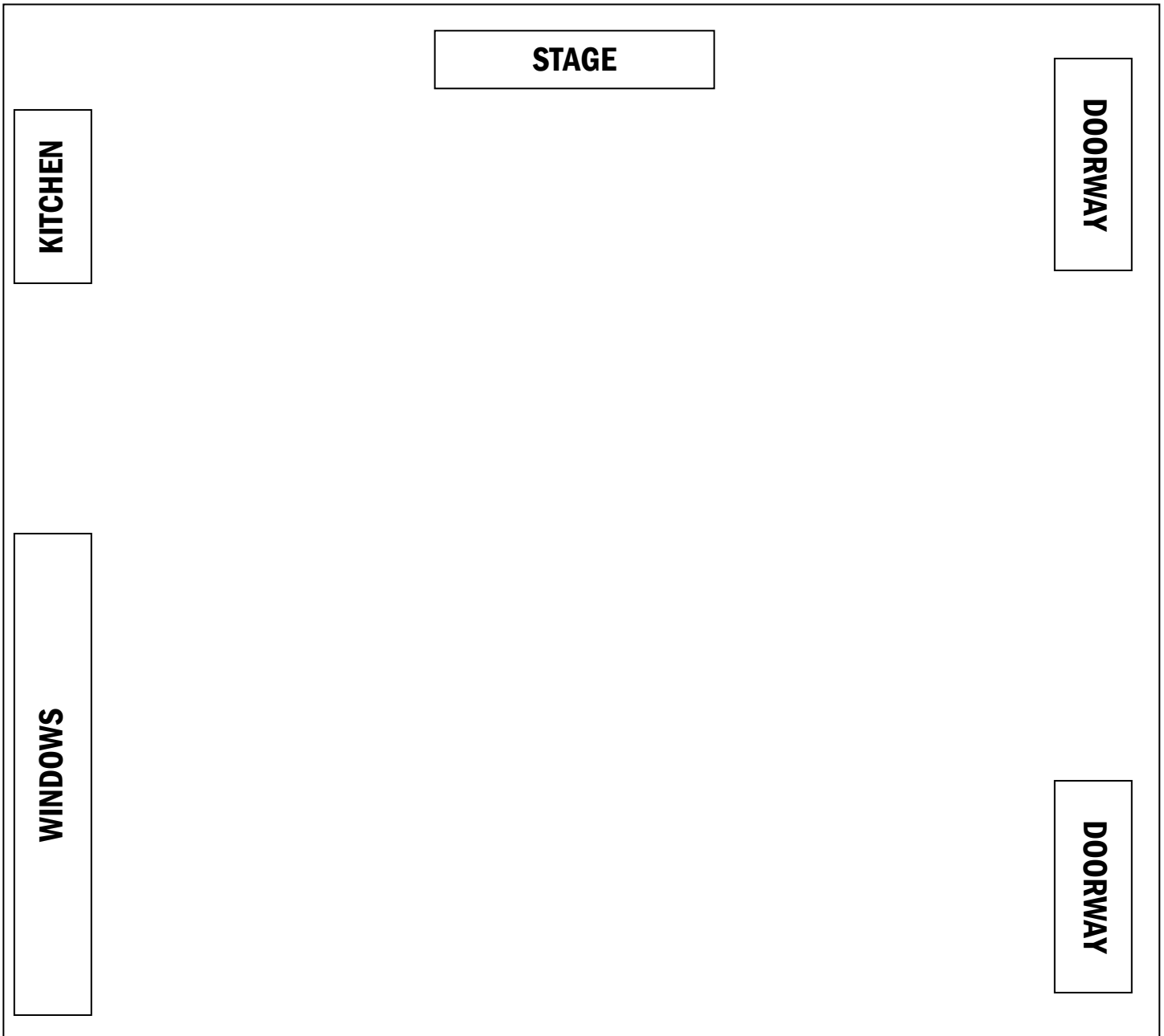
Are you renting chairs?  Yes  No Date you will be setting up rental chairs? \_\_\_\_\_

Are you ordering linens through AJ?  Yes  No If yes, indicate color:  White  Black  Cream

Indicate number of linens you are renting? Napkins \_\_\_\_\_ 5-foot Round Tablecloths \_\_\_\_\_

6-foot Rectangular Tablecloths \_\_\_\_\_ 8-foot Rectangular Tablecloths \_\_\_\_\_ Serpentine Serving Tablecloths \_\_\_\_\_

**Please indicate below the placement of tables for beverages, buffet, dining or other needs.**



**ROOM SETUP - AJ RABBI ROBERT B. SLOSBERG EVENT CENTER - (SMALL AUDITORIUM)**

User's Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Date set-up needed: \_\_\_\_\_

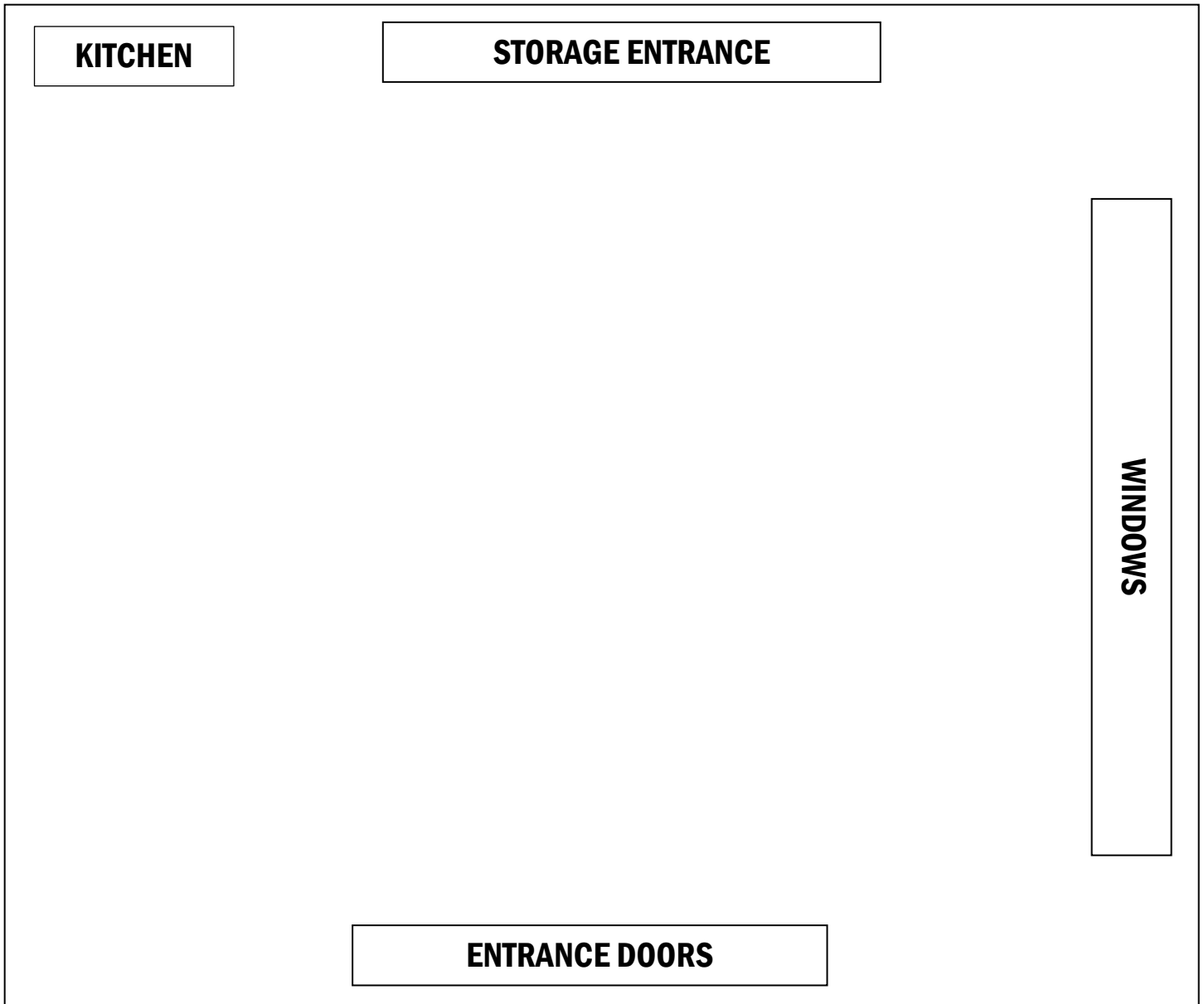
Are you renting chairs?  Yes  No Date you will be setting up rental chairs? \_\_\_\_\_

Are you ordering linens through AJ?  Yes  No If yes, indicate color:  White  Black  Cream

Indicate number of linens you are renting? Napkins \_\_\_\_\_ 5-foot Round Tablecloths \_\_\_\_\_

6-foot Rectangular Tablecloths \_\_\_\_\_ 8-foot Rectangular Tablecloths \_\_\_\_\_ Serpentine Serving Tablecloths \_\_\_\_\_

Please indicate below the placement of tables for beverages, buffet, dining or other needs.





# PAYMENT FOR USE OF ADATH JESHURUN FACILITIES

- USER'S NAME: \_\_\_\_\_
- MEMBERSHIP NO: \_\_\_\_\_ DAYTIME PHONE NO. \_\_\_\_\_
- DATE OF EVENT: \_\_\_\_\_ START TIME OF EVENT: \_\_\_\_\_
- NAME OF CATERER (if applicable): \_\_\_\_\_
- NAME OF PARTY PLANNER (if applicable): \_\_\_\_\_
- When a life-cycle event includes the sponsorship of a Kiddush lunch, the synagogue office needs to know how that sponsorship should be worded. Example: "The Kiddush lunch is sponsored by Dr. and Mrs. Abraham Smith" vs. "The Kiddush lunch is sponsored by Abe and Sarah Smith."

If this event includes sponsoring a Kiddush lunch, please provide your preferred wording on the lines below to be included in the pulpit announcements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The User whose signature appears below hereby agrees to the terms of use of Adath Jeshurun's facilities for their event as set forth in this document.*

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
*Total Amount Due:*

I have computed the total amount due using the fee schedule on page 6 of this contract, and will be including a total payment of \$ \_\_\_\_\_ for facility rental fees.

*Payment Options:*

- Charge my credit card on file in the Synagogue Office.
- Charge my credit card: Card # \_\_\_\_\_ Exp. \_\_\_\_\_.
- I am returning my contract with a check made payable to Adath Jeshurun.

*Return Options:*

- I am scanning pages 5 - 9 of my signed contract to [mevancho@adathjeshurun.com](mailto:mevancho@adathjeshurun.com).
- I am mailing pages 5 - 9 of my signed contract along with my payment to:  
Adath Jeshurun, 2401 Woodbourne Avenue, Louisville, KY 40205, Attn: Molly Evancho