

## **SCHEDULING EVENTS AT CBH**

The following are the steps required for ANY and ALL events scheduled at Congregation Beth Hatikvah.

1. Requestor must submit an Event Request Reservation form found on the CBH website to the Facilities Chair by fax or email at least one month before the date of the event.

All requests must conform to CBH's Building Use Policy. Room dimensions and some basic set-up plans are available on the website.

2. The Facility Chair will check the calendar and pencil in date if there are no conflicts.
3. The Requestor receives two copies of the Acknowledgement of Request Form from the Facilities Chair with all the fees listed. This acknowledgement will be verification that the event is approved, subject to the Requestor's agreement to follow the Building Use Policy and receipt of required signatures.
4. The Requestor must sign and return the two copies of the Acknowledgement of Request Form to the Facilities Chair. A deposit of 50% plus a separate check for the security deposit in the amount of \$500 should be mailed to the treasurer at the CBH office. You will receive a copy of this form once all checks are received.
5. If using a caterer, the Requestor prints 3 copies of "Instructions to the Caterer" and one copy of "Catering Document for the Family" and follows the directions on each sheet.
6. If the Requestor is providing his/her own food without a caterer, the Requestor becomes the caterer and follows the instructions on both documents.
7. Set-up diagrams/instructions for all spaces being used must be given to the Facilities Chair either by fax or email at least one week prior to the event.
8. Final payment must be submitted to the CBH treasurer by the day of event.
- 9 Refund of facility damage/cleaning/unforeseen expense deposit is made, if appropriate.
10. The security deposit will be returned upon the walk-through of the facility after the event.