



Riverdale Jewish Center Rental Agreement

Rental Policies and Procedures:

I hereby understand the following policies and procedures pertaining to fees and rentals of space at the Riverdale Jewish Center:

1. Room Rental Member pricing is extended to all members whose accounts are in good standing. All arrears, such as membership dues, sponsorships, or other past due items, must be settled before event requests can be confirmed.
2. Non-member and organizational pricing is available based on space availability and may not be reserved earlier than 6 months prior to the scheduled event date.
3. All event arrangements and instructions for custodial staff must be given to the Executive Director. No other person is authorized to make any arrangements for any affair held at Riverdale Jewish Center ("RJC"). RJC staff will deliver tables and chairs, maintain the cleanliness of the RJC facility and serve as a resource to the caterer, florist or party planner. RJC staff will not set tables, hang decorations or do any other event related set up or clean up.
4. It is the sole responsibility of the caterer to clean up following the event. Venue must be returned in the state it was received. This includes but is not limited to vacuuming the rented room, mopping the kitchen, cleaning kitchen counters, assuring that all garbage is disposed of, making sure pilot lights are turned off etc.
5. Guests may use hallways, restrooms, and coatrooms on the first floor and lower level, but may not otherwise occupy spaces not rented pursuant to this agreement. Emergency exits may only be used in a real emergency.
6. All rooms, hallways, and the terrace, if applicable, will be provided empty unless otherwise requested at least two days in advance. The Beit Midrash and Sanctuary will be set up as if for prayer services unless otherwise requested at least two days in advance. All rooms must be returned in the same condition they were found. Furniture belonging to RJC may only be moved by RJC personnel.
7. RJC does not permit attaching or hanging anything in any manner to any surface, except with advance written and signed approval of the Executive Director. Sparklers and "silly string" may not be used anywhere in the building.
8. Deliveries must be coordinated with the Executive Director in advance. No deliveries will be accepted on or immediately before Shabbat and Jewish Holidays.
9. No smoking is permitted anywhere in or adjacent to the building. Except for small birthday candles, all lit candles must be fully contained in fireproof candleholders. The Executive Director must be informed if an event includes candle lighting of any kind, including a Havdalah service or Friday night or Yom Tov evening candle lighting.
10. Food or drink of any kind may only be brought into the premises with advance written approval by the Executive Director and come from a certified Kosher caterer. All food introduced into premises must be removed by the end of the rental period, except with written and signed approval of the Executive Director or his designee. With advance notice, RJC may be able to coordinate for leftover food to be distributed to those in need.
11. Food or decorations are not permitted in the main sanctuary, or its vestibule. Nothing may be thrown in the building, including candy during prayer service, without advance written and signed approval from the Executive Director.
12. All laws and regulations, including local fire codes, occupancy limits, and noise regulations, must be obeyed. No excessive noise, including garbage sorting, is permitted outside the building after 10:00 pm.
13. No amplification system, musical instruments, or device to produce or amplify sound may be used on the terrace. No smoking or excessive noise is permitted. Use of the terrace, including clean up, must be completed by 9:00pm. Use of the terrace by more than 100 people is prohibited. Violation of the provisions of this paragraph will result in a fine of not less than \$1500. Noise in excess of 73 decibels shall be considered excessive noise for the purposes of this agreement.
14. Use of premises is limited to the purposes set forth in this agreement only. All religious events must be approved by the rabbinic staff of RJC.



Riverdale Jewish Center Rental Agreement

Rental Fees:

A standard rental is for five (5) hours, with an additional 2 hours allot before the event for set up and 1 hour allotted after the event for cleanup. Rental fees will be charged for each room reserved, even if you intend to use a room for only a short period. Multi-day events are charged by the day. Saturday night events (including Seudah Shlishit) are charged separately from Shabbat day events and from Sunday events. There is no rental fee for sponsoring a Shabbat Kiddush, or a Seudah Shlishit, to which all attendees of RJC are welcome to attend. All other terms of this agreement, including the deposit requirements, apply to a fee free rental. A rental fee will be charged to use a room for private speeches or a program, even if held after a service to which the entire congregation is invited. **Events scheduled past 11 PM will be subject to an overtime fee of \$100/hour.**

Deposits:

A rental deposit of 30% of the rental fee, or \$500, whichever is greater, is due upon reservation. No reservation will be made without payment of the rental deposit. 100% of the rental deposit will be refunded for cancellations made more than 180 days in advance; 50% of the rental deposit will be refunded for cancellations made more than 90 days but less than 180 days before an event. No rental deposit will be refunded within 60 days of an event. Full payment is due ten (10) business days before the date of the event. Full payment is required on any rental reservation made fewer than ten business days before the event. Rental payments may not be added to accounts and must be paid in full prior to the event. Vendors will not be provided access to the facility without full payment.

Kitchen Fee:

A Kitchen fee of \$250, separate from the room rental charge, will be assessed to cover the cost of the use of the kitchen and its equipment, the prep area, and to have a member of the RJC staff available for questions related to kitchen operations.

Security Deposit:

A security deposit of \$1,000 is due with this signed contract. This deposit will be returned after the event pending no damages. The security deposit collected is intended for use in the case of damage to property. Should the value of the security deposit be insufficient to cover such costs, you agree to compensate RJC for any and all consequential damages, including the repair of the damage caused, payment of any fines incurred by the Synagogue, and all resulting legal fees incurred.

Outside Vendors:

Please be advised that all vendors (caterer, florist, band, photographer, videographer, and/or entertainer) must provide proof of liability and worker's compensation, and it is the renter's responsibility to ensure that this is received at least one week prior to the event. If a vendor is not able to provide a certificate of insurance, the renter must provide a certificate of insurance with a minimum limit of \$1 million of liability for any such injury or damage, including Worker's Compensation insurance. If the latter must be done, please contact your homeowner insurance broker, who can add a one-day rider to your existing policy. Vendors must submit a Certificate of Liability Insurance via e-mail to execdir@rjconline.org or via Fax to 718.548.2307.