

YIOT Rental Checklist

(please read and review YIOT rental contract carefully— this DOES NOT replace the contract)

****We recommend that you share this list with your caterer*

WHEN RENTAL IS CONFIRMED (YIOT receives signed contract, security deposit and rental deposit)

_____ Notify office@yiot.org of caterer name and contact information and have them email their insurance certificate

_____ Notify office@yiot.org of any vendors and their contact information who will be entering our building at any point.

BEFORE EVENT

_____ Arrange with caterer to pick up all equipment and supplies within 2 hours after Shabbat.

_____ No decorations hung on walls (not even with painter's tape). Lights MAY NOT be changed by Jews or non-Jews on Shabbat. No confetti. No glitter.

_____ Shabbat lunch event MAY NOT be set up until after social hall morning usage is finished

_____ Hashkama minyan MUST end by 8:50am.

_____ Any security changes MUST be approved by the YIOT Security Committee in writing (security@yiot.org). A security fee of \$50 per hour will be charged to the renter for an event of over 25 people if YIOT security is not present. YIOT hires security.

_____ YIOT equipment and supplies MAY NOT be used. Caterer must provide all equipment and supplies.

_____ YIOT has tables and chairs that the renter may use. Tables and chairs may also be rented from an outside vendor.

_____ YIOT does not have AV equipment. Renter can bring their own.

_____ Send rental payment in full to YIOT at least ONE WEEK prior to event.

_____ Only ONE caterer is permitted on premises over Shabbat or for any event.

AFTER EVENT

_____ All garbage placed in dumpsters in back of YIOT parking lot

_____After Shabbat lunch, renter must set up for Seudah Shlishit in the social hall

_____After Shabbat, unplug urn and turn off warmers and lights (including bathrooms). Lights and equipment MAY NOT be turned off on Shabbat, even by non-Jews

_____ALL food, decorations, catering equipment, and anything else related to the rental MUST be removed from YIOT premises within 2 hours after Shabbat (unless arrangements are made by contacting office@yiot.org before Shabbat IN WRITING)

_____NO FOOD should be left anywhere on YIOT premises. Not in cabinets. Not in refrigerators. Not in freezers. Leftover food must be donated outside of YIOT or disposed of properly.

_____Kitchen and Social Hall should be left clean.