

Congregation Beth El Facility Guidelines & Use Rules

We are pleased that you are considering our beautiful and versatile facility at Congregation Beth El for your special event. Our goal is for you to be happy you chose to celebrate at Congregation Beth El.

The rules and guidelines for renting space at Congregation Beth El follows. Please look them over carefully; as when you sign your event contract, you agree to comply with the rules in their entirety.

Reservations are guaranteed when an Event Contract has been filled out, signed and received in the Congregation Beth El Office. Reservations are guaranteed once a deposit has been received.

Mazel Tov on your special occasion. Please feel free to contact us with questions.

Eva Blank
Marketing and Events Manager
eva@cbe.org

Valentina Sherabi
Rabbinic and Administrative Assistant
Valentina@cbe.org

OUR FACILITIES

Available for rental are the Jacobs Family Community Hall, the Stone Family Sanctuary, the Turk Family Plaza, the Berkson Family Chuppah, Beit Midrash, Conference Room, Youth Lounge, and classrooms.

Your Event Contract includes all spaces you wish to utilize, including the times for each.

A diagram of room set up is requested three weeks before your event, and at minimum one week before your event. This is a time to reach out to Congregation Beth El staff if you have questions. Each event is unique, and we are here to help you make choices, should you need guidance. You will be provided with the appropriate floor plan and discuss the available inventory of tables and chairs.

CATERERS

Congregation Beth El offers a broad range of caterers known and respected in the San Diego area. These caterers abide by kashrut, Beth El's kitchen policies, carry adequate liability insurance and are familiar with our facilities.

THE KITCHEN IS AVAILABLE FOR USE ONLY TO CATERERS ON THE APPROVED LIST.

Caterers pay fees to be on the list and on a per-use basis. Please be sure to discuss how these fees affect your bid when you work with them on a menu.

If you would like to bring in Dairy/pareve food vendors with no kitchen access, approval is required, and should be noted in your contract. Please discuss your plans before contracting with outside vendors.

KASHRUT

Congregation Beth El is a spiritual house of prayer dedicated to fostering, maintaining and strengthening the traditions and religious principles of Conservative Judaism. In keeping with this mission, Congregation Beth El offers a kosher kitchen. Our approved panel of caterers understands our requirements.

All food brought onto the campus must be dairy or pareve or Kosher (as certified by a recognized authority). Non-Kosher items may never be brought into the kitchen area. Events on Shabbat or Festivals must use a kosher caterer.

PHOTOGRAPHY & VIDEOTAPING

To maintain the dignity and spirituality of a ceremony on Shabbat, photography is prohibited at all times in the sanctuary, and until 1:00pm on the rest of the campus.

There are no restrictions on photography for weddings.

MUSIC

Congregation Beth El reserves the right to monitor the volume of music at any event held in our facility. We comply with the noise ordinance that is in effect for all of San Diego. If the host family and/or hired musicians do not comply with the policy,

Congregation Beth El reserves the right to stop the music.

As Kiddush luncheon is part of the Shabbat observance, only Israeli or similar Jewish themed music may be played until 1:00 pm.

Evening events must conclude playing music at 11:00 pm.

DECORUM

All persons using the Beth El premises shall maintain proper decorum and reasonable standards of behavior. Those renting the facility shall have access only to pre-designated rooms and shall comply with the synagogue's rules and regulations. To protect our facility and members, all synagogue staff, including maintenance and private security, has the authority to instruct and direct as needed. We expect people to be treated with respect at all times should they be employees, Beth El members, or guests. **The Responsible Party on the Event Contract will be held responsible for any damage caused during the event by guests or by outside vendors.**

NO SMOKING POLICY

Beth El is a smoke free campus, including school areas, corridors, the entire plaza and the area surrounding sanctuary and any of the stair cases. **We do not allow smoking on campus under any circumstances.** If guests smoke on campus, we reserve the right to fine the *Responsible Party* up to \$500. In the event that guests are unable to comply with the no smoking policy, they will be directed to the parking lot and must dispose of their cigarette butts safely in a garbage receptacle.

SUPERVISION OF CHILDREN

Congregation Beth El staff does not supervise children on campus for private rentals. During events children are expected to behave respectfully. Children must stay in the rented rooms and may not wander around the campus. Accident or injury and damage to property are the responsibility of the *Responsible Party*. When more than 50 children will be at an event an additional security guard will be hired by Beth El and charged to the *Responsible Party*.

If you wish to provide babysitting a classroom can be rented.

SECURITY GUARDS

All events should anticipate a security guard, hired by Beth El, and will be paid for by the *Responsible Party*. Rates are \$108 for a minimum of four hours, per guard, and \$27 each additional hour, and are subject to change. Events with more than 150 people require a second guard.

LIQUOR

Alcohol (beer, wine, and spirits) may be served at events. Alcohol must be served by licensed catering staff. Congregation Beth El, under no circumstances, will allow anyone under the age of 21 to be served alcohol. Alcohol service ends 30 minutes prior to the conclusion of your event.

INSURANCE

It is suggested the *Responsible Party* renting space from Congregation Beth El for large events obtain a liability policy with Congregation Beth El listed as an additional

insured and provide a copy of the policy to the Executive Director. Beth El reserves the right to require it.

Vendors who are bringing large equipment or vehicles onto our property should provide a Certificate of Insurance naming Congregation Beth El as additional insured, and showing the date/s of coverage.

DELIVERIES

Delivery and pick-up times must be arranged with the office a minimum of one week before events to allow Beth El staff to properly assist with opening gates and storing items.

We do not guarantee storage of items outside the contracted rental period.

Deliveries may be arranged when the office is open, generally, Monday through Thursday between 9 am and 5 pm, and on Friday between 9 am and 4 pm. No deliveries will be allowed after 4:00 pm on Friday.

Saturday deliveries are only allowed with prior approval. Sunday deliveries must be arranged in advance.

When arranging to deliver items, arrange for their pick up as well. Congregation Beth El is not able to store items after an event, but arrangements can be made for short term, when available.

Driving onto the Plaza for deliveries will be monitored by Congregation Beth El staff. All directions given by staff must be followed.

HOURS OF EVENTS

Should your event require set-up more than 2-4 hours, please discuss your needs before the contract is signed to be sure Beth El can accommodate your needs.

The synagogue property must be completely vacated by midnight. Overtime incurred by the synagogue due to extending beyond the contracted time will be charged at \$300 per half hour.

DECORATIONS

Congregation Beth El staff is not responsible for the set up or breakdown of client's décor. Details regarding décor items require approved by Congregation Beth El at least 30 days in advance.

We welcome your creativity, but keep in mind that **nothing can be fastened to the walls, ceiling or doors of the Stone Family Sanctuary, the Jacobs Family Community Hall, foyer or meeting rooms.** No flowers or ribbons may be taped to the pews in the Sanctuary including scotch tape, masking tape, stickers, tacks, nails, staples, etc. Candles may be used if placed in a safe container or votive holder. Balloons must be "popped" at the conclusion of the event by décor company or client.

All Vendors names, email, address, and phone number must be submitted prior to their arrival. They may need to provide references and liability insurance prior to

providing their services. Client accepts all responsibility for vendors hired.

Party favors such as rice, bubble gum, silly string, bubbles, confetti, glitter or any other items that could cause damage will not be allowed in any part of the facility. There can be absolutely NO CONFETTI.

Use of any of the above items that aren't allowed will result in an additional cleaning bill, in an amount at the discretion of Beth El staff.

EVENT DEPOSIT, SECURITY DEPOSIT & CANCELLATION

A contract must be signed to ensure the room is reserved for your event. You contract should be signed before booking vendors.

Upon signing of the contract, a deposit of 50% of the room rental is required to reserve the space. The balance of the room rental fee is due no later than 10 days prior to your event. In addition, a \$500 security deposit will be required to ensure proper clean up and to cover any repair/replacement from breakage, loss or damage. An authorized credit card is acceptable in the place of a deposit.

Security deposits will be refunded within 30 days of your event, less any fees for damage, overtime charges or unpaid charges. Any deductions will be itemized.

Full deposit refunds are available up to six weeks after the contract has been signed. Six weeks before the event, refunds will issued, minus any costs incurred by Beth El.

FACILITY USE RULES

Congregation Beth El facilities may be reserved by members of the congregation and other persons or organizations upon prior approval. Scheduled use of the facilities by the congregation and its affiliated organizations may take precedence over use by members and others. Reservations will only be confirmed upon our receipt of a completed contract and deposit. All applicants must agree to the following conditions in order to use Beth El's facilities:

1. To be governed by all house rules and any special requirements that the Executive Director or the Congregation Beth El Board of Directors may establish.
2. Any usage shall be limited to the rooms or areas as specified in our special events contract. Applicant agrees that the persons in attendance will refrain from seeking access to any other portions of the campus. All food and entertainment will be restricted to rooms and areas delineated on the contract.
3. The individual, organization and caterer granted approval and entering into a contract for the use of any portion of the facility is responsible for the conduct of any participants, patrons, guests, children, employees, and any other persons who may be present at the property for the purpose of participating in the event.
4. The individual, organization and caterer granted approval and entering into a contract for the use of any portion of the facility is also fully responsible for all loss and/or damage to any Congregation Beth El property.
5. Individuals, organizations and caterers utilizing the facility will not be permitted to remove or displace any furniture or equipment. No action which may in any way damage the Synagogue property shall be permitted. Specifically prohibited is the attachment of anything to the ceiling, walls, floors, fixtures or pews and any marking or defacing of any portion of the building or any congregational property. Any decorations utilized by the individual, organization or caterer for the event shall be readily removable and shall be of such a nature so as not to create any potential for damage and/or defacement to the building. Confetti, glitter, throwing rice or seeds inside any of the buildings, courtyards or walkways is expressly prohibited. All reasonable care shall be taken to insure that any helium balloons utilized are not released within any building.
6. All exit doors must be left free and unobstructed. No tables, decorations, flowers or lights shall be placed in front of doors and stairways. All fire codes, as interpreted by the City of San Diego, must be strictly adhered to.
7. Food prepared in the synagogue kitchen must be under the control of a Congregation Beth El approved caterer.
8. Congregation Beth El custodial staff members do not provide catering assistance and are not responsible for busing tables, trash disposal, washing dishes or cleaning of the kitchen.
9. All equipment and decorations brought in by outside organizations for a meeting or function must be removed by them immediately following the event date unless

other arrangements have been made in advance and in writing.

10. In order to maintain goodwill between Congregation Beth El and its neighbors, the Congregation requests your cooperation in maintaining proper decorum when on or adjacent to Congregation premises. Please enter and leave in a quiet and orderly fashion.
11. Persons or organizations using Congregation Beth El facilities shall not advertise these events in newspapers, on posters or through the mail or any other medium without advance approval.
12. No partisan or political activities or meetings may be conducted on Congregation property.
13. No animals are allowed on Congregation property unless required for handicap assistance or approved in advance.
14. The name of Congregation Beth El may not be used in connection with any activity not directly sponsored by the Congregation or one of its constituent organizations unless approved in writing in advance.
15. Congregation Beth El is a smoke free facility. No smoking is permitted at any time in any building, courtyard or walkway. In addition, the use of smoke machines is prohibited in any building.
16. Congregation Beth El is not responsible for the collection or supervision of gifts. We will be happy to set up a table at the location of your choice.
17. The client shall leave the facility in the same clean and undamaged condition in which they found it. They shall be responsible for any loss of equipment, breakage or damage to equipment and/or physical property, and will be billed for any such loss, breakage or damage.
18. Congregation Beth El assumes no responsibility or liability for damages to or loss of personal property while on the synagogue premises and all such property, including vehicles, supplies, linens, food, gifts, etc. delivered to the Congregation for the use at a private affair are at all times at the owner's risk.
19. The applicant agrees to indemnify, and hold Congregation Beth El harmless from any and all claims for loss, injury, or damage to their person and property while on the premises.
20. Congregation Beth El shall not be liable to any patron for any stoppage or interruption of the supply of public utilities, gas, electrical current, water and the like nor shall the synagogue in any manner be liable to the patron for any interruption or damage resulting from acts of the elements, acts of G-d, riots, strikes, acts of public, civil, judicial or military authorizes, or any causes beyond the reasonable control of the Congregation