



CONGREGATION BETH AM
26790 Arastradero Road, Los Altos Hills, CA 94022 | (650) 493-4661

Facility Use Rules 2023

1. Time Limitations On Use of Facilities:

In March 1998, the Town of Los Altos Hills imposed certain conditions on Beth Am's use of its facilities in the form of a Use Permit. To comply with these conditions, the Board of Directors has established the following rules, which apply to all functions held on the premises.

1.1 Saturdays:

All music, entertainment and/or catering must stop at **10:00 p.m.** and the building must be completely cleared by 11:00 p.m. Additional fees of \$100 will be incurred for events extending past 10:00 p.m. Parking lot lights will turn off at 12:00 midnight.

1.2 Sundays through Thursdays:

All music, entertainment and/or catering must stop at **9:30 p.m.** and the building must be completely cleared by 10:30 p.m. Parking lot lights will turn off at 10:30 p.m.

1.3 Sundays before a Monday Federal holiday:

All music, and entertainment and/or catering must stop at **10:30 p.m.** and the building must be completely cleared by 11:30 p.m. Parking lot lights will turn off at 11:30 p.m.

2. Security Deposits for Facility Use:

In addition to rental fees for the use of the facility, a refundable security deposit in the amount of \$250 will be required 2 weeks before the event to assure compliance with the rules set forth here. Exceptions may be made for caterers and entertainers who are known to Beth Am and have in the past complied with the Facility Use Rules.

The security deposit of \$250 will be forfeited in the event that any of these regulations are violated. Any caterer or music vendor who violates these regulations may be barred from future rendering of services at Beth Am.

3. Catering Regulations: All caterers must provide proof of liability insurance to Beth Am one week prior to event.

3.1 Any food or drinks delivered to Beth Am in advance of the event must be clearly marked with the host family's name. Caterer/congregant has to make arrangements prior to delivery.

3.2 **Shellfish and pork may not be served at Beth Am at any time.** In addition, during Passover no baked goods containing leaven may be served. No meat and dairy may be served together in the same appetizer or entrée, i.e., no cheeseburgers, meat lasagna, etc.

3.3 No food service is allowed in the Sanctuary, outdoor chapel or indoor chapel.

3.4 To avoid disturbing the neighbors during an evening event, all bottles and glass must be carefully placed one at a time in the recycling bin by the caterer - and **not** thrown into the dumpster.

3.5 All garbage must be securely wrapped and put in the dumpster outside the main kitchen back door. All leftover food must be removed from the kitchen and refrigerators.

3.6 Loading and unloading of catering vans is to be done with a minimum of noise and conversation. Vans

must park behind the sound wall of the main kitchen. When servicing the small Beit Kehillah kitchen, use the parking lot near Beit Kehillah, except temporarily when loading or unloading. **Do not park vans on any section of the main driveway.**

- 3.7 Catering personnel may not gather/congregate outside either of the kitchens to talk, eat or smoke, to avoid noise disturbing the neighbors
- 3.8 No Beth Am kitchen serving equipment or supplies may be borrowed for use during a catered event. Examples include coffee pots, pitchers, paper napkins, sugar, etc. The custodians are instructed to keep all cupboards and closets locked. Maintenance supplies to clean the kitchens will be made available for use. The stove, kitchen counters and movable carts must be cleaned after use. The floor must be swept and mopped.
- 3.9 For Shabbat onegs that are catered, Beth Am will provide coffee, tea and water.
- 3.10 Caterers are given one hour after the completion of the event to clean up and pack their things.

4. **Band or Other Music Regulations:**

- 4.1 All noise must be kept to a level that is within legal limits and which does not generate complaints from neighboring residents.
- 4.2 No outdoor sound amplification of music for social events is allowed.
- 4.3 **The back main kitchen door, the backstage door, and the Social Hall doors to the outdoor patio must be kept closed at all times when music is being played. The Beit Kehillah doors must also be kept closed when music is being played.**
- 4.4 The host family is responsible for monitoring compliance with these rules and shall cooperate with the on-site custodian if they are informed that the noise level must be lowered.

5. **Use of the Sanctuary and Beit Kehillah:**

- 5.1 After a ceremony, the Sanctuary area will be closed off and no one may enter except for photographic purposes. **No food or drink may be brought into the Sanctuary.**
- 5.2 Flowers for the *bimah* cannot exceed the 36 inch height of the reading table, to avoid interfering with the service. No nails or tape may be used to affix flowers or decorations to anything on the *bimah*. **Please inform your florist.**
- 5.3 No throwing of flower petals, rice, candy, or any other item is allowed in any part of the facility, or on the synagogue grounds during weddings, or *B'nei Mitzvah*.
- 5.4 No flowers or ribbons may be taped to the pews in the Sanctuary or the wood of the chuppah as the tape damages the wood. The wood chuppah has a fabric tack strip at the top to affix decorations.
- 5.5 No videotaping or photography is allowed in the Sanctuary during a religious service except from one of the foyer doorways and not blocking the center aisle. Artificial lights and flash attachments are not permitted. Videotaping in the Beit Kehillah must be done at the rear of the room, near the doors. All equipment shall be placed so as to avoid interfering with access to or exit from the Sanctuary or Beit Kehillah.
- 5.6 Photographers and videographers who are not on the approved vendor list must read and sign the photographer and videographer guidelines to ensure compliance with our rules and regulations.

6. **Reserving Facilities:**

In order to reserve and use the facilities, all member families who contract for events at Beth Am must be current in their dues payments. Deposits of \$100 must be made to reserve the room(s) and balances must be paid in full no later than a week before the event.

7. **No candles are permitted except Shabbat and ceremonial candles.**

8. **Smoking:**

No smoking or other use of tobacco or marijuana products (including, but not limited to, cigarettes, pipes, cigars, or snuff) is allowed in the interior of any synagogue building, including the offices, sanctuary, chapel, classrooms, social hall, kitchen and restrooms. Smoking is only permitted in the designated area behind the kitchen. Do not leave cigarette butts or other traces of litter or tobacco on the ground or anywhere else. Dispose of any litter properly in receptacles.

9. **False Fire Alarms:**

The Social Hall and Beit Kehillah have sensitive fire detectors near the ceiling that can set off an alarm if balloons float to the ceiling area because they are not securely tied down. **THE USE OF FOG MACHINES ARE PROHIBITED; THEY WILL SET OFF THE ALARMS. Any Fire Department charge for a false alarm will be charged to the host family.**

10. **Erecting Tents or Canopies:**

Tents or canopies must be up by noon on Friday and, on days when Sunday Program or other programs are in session, down by Sunday morning at 8:00 am. Tents or canopies are not permitted when the Sukkah is erected.

11. **Damage:**

The host family will pay for any damage to the synagogue facilities or to any other area of the synagogue premises, or to its equipment.

12. **Miscellaneous:**

No use of generators permitted. Cotton candy machines for outside use only.

I have read the above and will comply with the rules stated.

Name: _____
[Please Print]

Signed: _____

Date: _____

Company Name: _____
[For Vendors]

Company Phone: _____
[For Vendors]