



woodlandscommunitytemple

מקום שלבי אוהב
THE PLACE THAT MY HEART HOLDS DEAR

FACILITY USE DOCUMENTS

50 Worthington Road
White Plains, NY 10607

Main Office

914.592.7070 tel
914.592.7376 fax
wct@wct.org

Religious School Office

914.592.1790 tel
school@wct.org

- Policies and Procedures for the use of Temple Facilities
- Facilities Use Agreement
- Schedule of Facility Rental Fees
- Video and Photography Policies and Documents:

Video and Photography Policy

Video Agreement Form

- Catering Policy and Caterer Agreement Form
- WCT Policy Regarding Peanut/Tree Nut Allergies
- Check List for Payments and Forms

**PLEASE SIGN AND DATE EACH PAGE
RETURN THE ENTIRE CONTRACT TO THE OFFICE
(MAKE SURE TO MAKE A COPY FOR YOURSELF)**

DATE: _____

FAMILY NAME: _____

CHILD NAME: _____

(IF APPLICABLE)

Rabbi Mara Young
rabbimara@wct.org

Cantor Lance Rhodes
cantor@wct.org

Abby Reiken
Director of
Congregational Learning
abby@wct.org

Avital Abraham
Director of Youth and
Community Engagement
youth@wct.org

Andrew Farber
President
president@wct.org



POLICIES AND PROCEDURES FOR THE USE OF TEMPLE FACILITIES

POLICY STATEMENT

The building and facilities of Woodlands Community Temple ("Temple") are intended to serve the needs of Temple members and their families. Use by members, as well as non-members, not-for-profit organizations and other organizations, are subject to these Policies and Procedures.

These Policies and Procedures and associated Facility Rental Fees, Facilities Use Agreement, and other documents (collectively, "Policies") have been established by and are subject to periodic review and revision.

EVENT SCHEDULING POLICY

Priority in scheduling facility use will be given to (1) functions and activities of the congregation, then (2) usage by individual member families. All other uses, including use by non-members, are at the discretion of and require approval by "Executive Board" of the Temple.

The Temple office staff will maintain a file on each event, including copies of this policy statement, and all related agreements & fee information. The Temple Office ("Coordinator") and VP Facilities will be the primary contacts for any questions on facilities issues. The Coordinator will review with the renter the documentation that needs to be completed. Space is not reserved until the Financial Secretary or designee indicates that the renter is in good financial standing and the Coordinator has received the required documentation and related deposit. At that time the space will be officially reserved. At no time will the Coordinator have access to confidential financial information.

USE OF FACILITIES

Temple will make portions of the facility available to members of Temple and non-members for celebrations associated with life-cycle events and other purposes. Temple's clergy must officiate for religious events, or (at their discretion) provide advance written approval for the participation of other clergy. Members in good financial standing (as determined by the Financial Secretary or designee) may use the facility for life-cycle events taking place during a regularly scheduled congregational worship service at no charge for the use of the facility. Life cycle events may be held at other times by arrangement and with the consent of the Clergy. Fees will apply for any event, reception or party, including those following a regularly scheduled congregational worship service. Please refer to the Schedule of Fees for the applicable use fees for rooms used, hours reserved, kitchen rental, video fees and custodial charges.

Reviewed & Initialed by Renter _____ Date _____, Please Return All Copies



POLICIES AND PROCEDURES FOR THE USE OF TEMPLE FACILITIES

The primary spaces available for rent will be the Sanctuary and the adjoining Meeting Room. Arrangements may also be made to rent other spaces such as the Library, the Youth Lounge, and the lawns (for tents). Renters will have access to the Foyer area and guests will be expected to enter and exit the building through the main Sanctuary entrance.

Renters and their guests will be able to use the parking lot on a first come first serve basis. Renters are expected to inform their guests that parking is not permitted on Worthington Road or Whitehouse Road. Additional parking information is available at the Temple office. Renters planning to utilize any hired vehicles - (buses, limousines, and valet service) in connection with their event must obtain prior approval from the VP-Facilities or designee.

The activities of renters, their guests and those acting on their behalf (caterers, musicians, florist, photographer, etc.) before, during, or after an event may not interfere with or disturb the conduct of religious services or the religious school.

Renters are reminded that WCT is located in a residential area, and, in consideration of our neighbors, noise should be controlled.

Renters can only erect a temporary structure of any type, including a tent or tents, (see fee schedule) on the temple grounds in connection with their event with written authorization from the V.P. of Facilities or designee. An additional deposit will apply.

Renters may install temporary cooking or warming equipment on the grounds of the Temple with written approval from the V.P. of Facilities or designee.

The renter is responsible for ensuring that the number of people at the event does not exceed the maximum legal occupancy levels for the rented spaces as established by the Fire Department.

Woodlands Community Temple is a smoke-free facility. Smoking is not permitted within the facility or anywhere on the temple grounds. All cell phones and pagers must be turned off during all religious services.

VIDEO POLICY

Use of video or still cameras is not permitted in the sanctuary during religious services or life-cycle events, with the exception of a fixed location video authorized by the V.P. Facilities or a designate or permission from clergy. (Please refer to Video & Photography Policies & Documents). The Temple's screens and projectors may be rented as long as authorized by the V.P. Facilities or designee and can only be operated by our caretaker or a designee approved by the V.P. Facilities. A rehearsal is required with the caretaker at least one day in advance of use.

Reviewed & Initialed by Renter _____ Date _____, Please Return All Copies



POLICIES AND PROCEDURES FOR THE USE OF TEMPLE FACILITIES

DIETARY POLICY

The Temple does not permit the preparation or serving of shellfish or pork products. Milk and meat may be served together. The Temple has a strict nut policy (see-attached form) that must be adhered to. Failure to recognize this restriction will result in the forfeiture of any deposits by the renter, the immediate removal of such food products from the Temple facility and denial of such caterer to operate within the Temple facility in the future. This Dietary Policy includes outdoor parties held on Temple grounds. The renter is responsible if the caterer violates this restriction and will be required to sign an attached document acknowledging and agreeing to adhere to this policy.

REQUIRED APPROVALS

Written approval is required if the renter plans to hire event services including (but not limited to) caterer, photographer and entertainment. Deliveries of rental equipment including (but not limited to) chairs, tables and all catering equipment, are made in consideration to weekend religious services and ongoing religious school events. Deliveries for the event can be made on Friday, prior to 4PM or on Saturday before 10AM or after 1PM. These deliveries may not interfere with any religious services taking place in the facility. No deliveries will be permitted or received prior to Friday morning, or one day before the event. Alternate delivery arrangements for weekday and or Shabbat events and scheduled time for photographs with your photographer prior to the event must be agreed to and approved in writing by the V.P. Facilities or designee.

Each outside vendor or service provider using the temple's facilities must provide a certificate of insurance at least 60 days in advance of the event, showing at least \$1,000,000 in coverage for liability and property damage, with a term extending through the event and naming Temple as the certificate holder. In certain circumstances the V.P. Facilities or designee, may otherwise acknowledge and waive this requirement. Temple reserves the right to refuse the use of a particular vendor for good cause, such as a previous infringement of these Temple policies. The Temple's furniture, equipment, and supplies may not be moved without the supervision of Temple's staff and may not be removed from the building. The renter is responsible for all losses or damages to the temple's facilities and equipment caused by the renter, renter's guests, or those acting on behalf of the renter including (but not limited to) a caterer, photographer, entertainment, etc. It is the renter's responsibility to ensure that guests do not enter into portions of the Temple facility not part of the rental, including the Religious School and Temple grounds.

Reviewed & Initialed by Renter _____ Date _____, Please Return All Copies



POLICIES AND PROCEDURES FOR THE USE OF TEMPLE FACILITIES

IMPORTANT RESTRICTION

All "service providers" to the event must unload all items in the Temple parking lot and then transport them into the building. These item(s) must be put on dollies, rolled, carried or brought into the building without causing damage to the patio outside the main entrance to the Temple. Service Providers (including rental companies and caterers) will NOT be permitted to have any trucks, cars, vans or other vehicles cross onto the patio or the lawn of the Temple in making their deliveries. **THIS RESTRICTION WILL BE STRICTLY ENFORCED. Cost of repairing any damages will be the responsibility of the renter.**

Decorations may not be attached to any walls or other surfaces by nails, staples, tape, or other means except painters blue tape. Glitter, sparkles, pyrotechnics, confetti, and similar decorative materials are prohibited. All decorative materials must be removed immediately following the conclusion of the event.

The facility will be provided to the renter in a clean condition and ready for use. The rented space(s) must be left in the same clean and undamaged condition, free of all garbage, decorations, and trash. All garbage must be placed in sealed plastic garbage bags and put in the dumpster located in the parking lot. Any rented furniture or equipment that cannot be removed immediately must be neatly placed where indicated by Temple's staff, and must be removed within **48** hours of the event.

FOOD PREPARATION

Temple provides a kitchen, which is designed to assist your food server in a convenient location within the building.

Food prepared and/or served need not be kosher, **but shellfish and pork products are strictly prohibited.** Milk and meat may be served together. Please take proper precautions regarding food allergies and consider indicating the contents of items being served. **You must adhere to the Temple's strict nut policy (see-attached form).** All excess and leftover food must be removed from the premises. Renters are encouraged to donate leftovers to appropriate community organizations. The Temple office can also suggest appropriate recipients.

Reviewed & Initialed by Renter _____ Date _____, Please Return All Copies



POLICIES AND PROCEDURES FOR THE USE OF TEMPLE FACILITIES

PAYMENT TERMS

Only the VP Facilities or designee can give an officially "reserved" date. A \$1,000.00 security deposit must be paid to the Temple upon submission of a Facilities Contract. Upon signing by all parties and receipt of the aforementioned deposit, the date will be reserved. The Temple must receive all rental fees including estimated custodial fees and additional time charges based on the planned duration of the event at least

30 days in advance of the event, or the event may be postponed or cancelled at the discretion of the Temple.

Financial Secretary or designee will notify members at the time of signing of this contract or at least 90 days prior to the Event if they are not in good financial standing. If this occurs, the renter must resolve the situation to the satisfaction of the Financial Secretary or designee at least 60 days before the event, or **the event may be postponed or cancelled at the discretion of the Temple.**

If the renter cancels an event more than 30 days in advance of the scheduled date, the temple will retain \$200 of the security deposit and refund the remainder to the renter. For a cancellation less than thirty days in advance, \$500 will be retained.

ADDENDUM: The rental may be cancelled by the renter or Temple without penalty due to pandemic-related concerns or restrictions.

Within 30 days after the event Temple will provide an accounting indicating total amounts received from the renter, all applicable fees and the cost of any damages. If the total amount received from the renter exceeds any additional fees or damages, a check will be issued to the renter within 20 days. If any additional fees and costs of any damage exceed the total received from the renter, the renter will be responsible for paying the remainder within 10 days.

Noncompliance with these policies and procedures, whether by the Renter or any service provider hired by the Renter, results in automatic forfeiture of the deposit.

Reviewed & Initialed by Renter _____ Date _____, Please Return All Copies



FACILITIES USE AGREEMENT

This Agreement is made and entered into as dated below, by and between Woodlands Community Temple, 50 Worthington Road, White Plains, New York, (hereinafter referred to as Temple) and the person named below (hereinafter referred to as Renter) to set forth the terms for Renter's use of the facilities of Temple (such use hereinafter referred to as Event). The Renter agrees to all of the Policy and Procedures for the Use of Temple Facilities as outlined by the Temple and presented herein.

_____ Full Rental: Sanctuary, Meeting Room, and Foyer
 _____ Meeting Room: Meeting Room, Foyer, Sanctuary Wall Closed
 _____ Library
 _____ Youth Lounge
 _____ Kitchen
 _____ Other (Describe) _____

Must be approved by the V.P. Facilities or designee

Event Date: _____ Time (Start) _____ AM/PM (End) _____ AM/PM

Estimated Event Fee: _____ (detailed on attached fee schedule)

This estimated fee has been determined based on information provided to the Temple by Renter, and is subject to revision if the scope of the Event changes.

Renter acknowledges the receipt and review of the "Facility Use Policies and Procedures" of Woodlands Community Temple which become a part of this contract by reference. In consideration for the temporary use of certain Temple facilities for the Event, Renter hereby covenants and agrees to abide by all provisions of those policies.

1. Renter will submit this Agreement together with a \$1,000 security deposit in the form of a check made payable to Woodlands Community Temple. This sum shall be held by Temple in its bank account as security for the full and faithful performance by Renter under this Agreement. In the event of any damages suffered by Temple, or as a result of Renter's breach of any of the following conditions and covenants, Temple is hereby authorized to apply all or part of said security deposit to remedy any breach of this Agreement or as payment on account to restore the premises to that condition which existed prior to use of Temple facilities by Renter.
2. All rental fees including estimated custodial fees and additional time charged based on the planned duration of the event, must be received by the Temple at least 30 days in advance of the event, or the event may be cancelled by the Temple.

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FACILITIES USE AGREEMENT

If Renter cancels Event 30 days or more in advance of the scheduled date, Temple will retain \$200 of the security deposit and refund the remainder. For a cancellation less than thirty days in advance, \$500 will be retained.

If the total applicable fees and any cost of damages exceed the balance of the deposit and any other amount paid to Temple by renter, in advance of the event, then Renter is responsible for paying the balance due within ten days of being invoiced.

Renter agrees to and shall hold harmless and indemnify Temple from and against any and all liability arising out of, or in any way connected to, the use of Temple facilities (including but not limited to the building, equipment, grounds, food service and parking area) with regard to Event.

Agreed to and accepted by: (Signature)

The Renter: _____

Address: _____

City, State, Zip: _____

Phone: _____ Cell: _____

Temple Member (or) Non Member (circle one)

This application must be accompanied by a check for the required \$1,000 security deposit. The \$1,000 security deposit will be immediately returned to the applicant should the Temple not agree to the contract.

Reviewed & Initialed by Renter _____ Date _____, Please Return All Copies



SCHEDULE OF FACILITY RENTAL FEES (Effective 7/1/2021 – 6/30/2022)

Members of Woodlands Community Temple ("Temple") must be in good financial standing, as determined by the Financial Secretary or designee.

Rentals	Member	Non-Member
Full Rentals – 5 hours Any hours over 5, which includes set-up and knockdown to be charged as overtime - see below.	\$1100	\$1650
Full Rental – 2 hours up to 3 ½ hours Luncheon – with tables and chairs. Includes set-up, reset, and knockdown. Additional hours to be charged as overtime – see below.	\$800	\$1200
Full Rental – up to 2 hours Enhanced Oneg, no chairs & tables for guests.	\$550	\$825
Meeting Room Rental – 2 hours up to 3 ½ hrs. Enhanced Oneg – with tables and chairs. Includes set-up, reset, and knockdown. Additional hours to be charged as overtime – see below.	\$550	\$825
Meeting Room Rental – up to 2 hours Enhanced Oneg, no chairs & tables for guests.	\$400	\$600
Library – two hour minimum	\$175	\$265
Youth Lounge – two hour minimum	\$110	\$165
Kitchen (non-refundable)	\$200	\$300
Temple Custodial – additional personnel if determined to be needed by WCT & extra time for caretaker	\$25 per hour per person over the rental hours, to be determined by VP Facilities	\$25 per hour per person over the rental hours, to be determined by VP Facilities
FOR ALL ROOM RENTAL OVERTIME	\$100 per half hour	\$150 per half hour
Video Projector Rental (2) Rental includes use of our fixed place motorized screen To be operated by caretaker or designee. Rehearsal required day prior to event.	\$150	\$300

Reviewed & Initialed by Renter _____ Date _____, Please return all copies



SCHEDULE OF FACILITY RENTAL FEES

TENT USAGE FEES*		
Fees do not include the tent rental – The renter is responsible for handling those arrangements with the Temple approved Tent Company, Party Line – 914-592-1200. Size must be approved in writing by the V.P. of Facilities or designee. <u>An additional deposit of \$500 is required for all Lawn rentals.</u>		
Main Lawn (south side of Sanctuary)	\$750	\$1,250
East Lawn (behind Bimah on east side Sanctuary)	\$400	\$750

No extension cords from buildings allowed. May use tent electrical box- only with the prior approval of Temple & with the use of an approved licensed electrician.

All fees include the use of the Temple's available tables and chairs. Any additional furniture required is the responsibility of the renter and not Woodlands Community Temple.

Reviewed & Initialed by Renter _____ Date _____, Please Return All Copies



VIDEO & PHOTOGRAPHY POLICY

This policy applies to both photographic and video recording. The following guidelines, passed by the Board of Trustees of Woodlands Community Temple ("Temple"), need to be followed by professional and amateur videographers and photographers:

- **Please notify the temple office at least six weeks prior to the event, of the name, address and phone number of your photographer and video company.**
- **Still photography of any type is not permitted during religious services.**
- **Still photography is only permitted prior to the beginning of our service (*not 9:00-9:30 when religious school is in session*). Consult the "Videotaping your Bar/Bat Mitzvah celebration at Woodlands" sheet for information about having the service videotaped.**
- **Additional lighting is not permitted for video or photographic equipment during religious services.**
- **Extremely important note about your pre-service photographs. No family member or photographer is permitted to remove the Torah from the Ark without a temple staff person being present. The Torah scroll can be damaged if not handled properly; we rely upon your cooperation in this matter. You may open the Ark, but not touch the scrolls.**
- **No *bimah* furniture (including microphones) is to be moved during photographs.**
- **The renter is always responsible for the actions of the photographer and/or the video company.**

SPECIAL NOTATION: The Torah cannot be used for photographic purposes without the prior approval and presence of the Clergy.

Reviewed & Initialed by Photographer/Videographer _____ Date _____
Please return all copies with Photography/Video Agreement Form.



VIDEO & PHOTOGRAPHY POLICY

USE OF THE TEMPLE FACILITIES

Photographers and/or Videographers are required to sign this document.

Photography: Have your photographer review this page, and complete the Signature and Approval section of this document. It should then be mailed back to you for your signature and approval before it is sent to the Temple Office to be received no less than 6 weeks prior to the event.

The renter and photography company will be held responsible for any damage to the premises caused by employees and/or equipment of the photography company.

For events taking place at Shabbat morning services, no photographs can be taken on the Temple premises prior to the event unless the V.P. Facilities or a designee approves a specific time in writing. This is to insure morning services or religious school on Shabbat is not disrupted.

Video: Please have the videographer review this Video & Photography Policy Agreement, then complete it (where appropriate) and have them return the signed document to you. We require that you then mail or drop off the signed agreement to the Temple office no less than 6 weeks prior to the event. Video will not be permitted unless this agreement has been signed by your videographer, signed and dated by you, then received and approved by the office.

Reviewed & Initialed by Photographer/Videographer _____ Date _____

Please return all copies with Photography/Video Agreement Form.



VIDEO & PHOTOGRAPHY POLICY

It is the responsibility of the renting family to secure this form. This form may NOT be turned in on the day of the event.

For your Videographer: Please have your video company visit the Sanctuary prior to the day of your event and learn first-hand our set-up and procedures. This will assist them in feeling more Comfortable on the day of your event.

The video camera may be mounted on a tripod for unattended use between the Meeting Room and Sanctuary dividing panels nearest the entry to the Sanctuary.

The renter and video company will be held responsible for any damage to the premises caused by employees and/or equipment of the videographer.

The video equipment must be set up and ready 30 minutes prior to the scheduled start of the service. Families not using a videographer but wishing to bring their own video camera may set up a camera on a stand in the back between the panels of the Sanctuary divider nearest the Sanctuary entry.

The video camera must be turned on 10 minutes before the service begins; and must be equipped with enough batteries to record for the entire length the event. No electrical connection to the wall- mounted camera will be permitted.

The video camera must run independently during the service, and be turned off only after the service is completed (remote stop/start will be allowed provided there are no additional wires and the operation is completely silent). The microphone must remain with the camera **(with the approval of the Rabbi prior to the service, a miniature wireless microphone may be used and placed on the reading table).**

Only one video recorder may be used. All functions of the equipment must be silent.

Woodlands Community Temple is a smoke-free facility. Smoking is not permitted within the facility or anywhere on the temple grounds. All cell phones and pagers must be turned off during all religious services.

Reviewed & Initialed by Photographer/Videographer _____ Date _____
Please return all copies with Photography/Video Agreement Form.



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PHOTOGRAPHY / VIDEO AGREEMENT FORM

Only the V.P. Facilities or a designee may operate WCT's installed audio-visual equipment.

POLICY REGARDING PHOTOGRAPHER AND VIDEOGRAPHER: You (the renter) are obligated to see that your photographer and/or your videographer adhere to Temple policy, and to intervene if he/she does not. You are responsible for the actions of the vendor(s) including any damage to Temple facilities and Temple equipment caused by the photographer or video company.

Accepted and agreed to:

Name of Sponsoring (Renter) Family: _____ **Date of Event:** _____

Renters Signature (for approval): _____ **Date:** _____

Authorized Signature (for approval) Photographer: _____

Company Name: _____

Address: _____

City State Zip: _____

Authorized Signature (for approval) Videographer: _____

Company Name: _____

Address: _____

City State Zip: _____

**PLEASE FILL OUT THIS AGREEMENT AND MAIL DIRECTLY TO:
WOODLANDS COMMUNITY TEMPLE 50 WORTHINGTON RD. WHITE PLAINS, NY 10607
AT LEAST 6 WEEKS PRIOR TO THE EVENT.**

Reviewed & Initialed by Photographer/Videographer _____ **Date** _____

Please return all copies with Photography/Video Agreement Form.



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CATERERS LETTER OF AGREEMENT AND DIETARY RESTRICTIONS

This Agreement is made and entered into as dated below, by and between Woodlands Community Temple, 50 Worthington Road, White Plains, New York, (hereinafter referred to as Temple) and the caterer or food service provider named below (hereinafter referred to as The Caterer) to set forth the terms for use of the kitchen and facilities. The Renter (your customer) has acknowledged and agreed to the Policies and Procedures for the Use of Woodlands Community Temple Facilities as outlined by the Temple, and requests that you read, initial, date this Letter and forward it to the Temple at least 60 days prior to the event:

The Temple is a "kosher-style" facility. The Caterer will not bring any shellfish or pork products into the Temple facilities. Any such products, if brought into the Temple, must be immediately removed from the Temple by The Caterer. Our strict nut policy (see attached) must be adhered to. Milk and meat may be served together.

Failure to acknowledge and adhere to these restrictions will result in the renter (your customer) forfeiting their deposit and you, The Caterer, will no longer be allowed to operate within our facility.

The Caterer must provide the Temple at least 60 days prior to the event, with a Certificate of Insurance showing at least \$1,000,000.00 in coverage for liability and property damage, with a term extending through the event, and naming The Temple as the certified holder. There is a \$200 for members and \$300 for non-members fee to use the kitchen.

Agreed to and accepted by:

(Signature of Caterer or Representative) _____

Please Print Your Name: _____

Company Name: _____

Address: _____

City State Zip: _____

Phone: _____ **Cell:** _____

Accepted for the TEMPLE by VP of Facilities (or designee) _____ **Date:** _____

Name of Renting Family: _____

Date of Affair: _____

Woodlands Community Temple is a smoke-free facility. Smoking is not permitted within the facility or anywhere on the temple grounds. All cell phones and pagers must be turned off during all religious services.

Note: One copy of the completed document will be sent to your customer, the renter.

Reviewed & Initialed by Renter _____ **Date** _____, **Please Return All Copies**



WCT POLICY REGARDING PEANUT/NUT ALLERGIES

The WCT Peanut/Nut Policy is designed to help provide a safe learning environment for everyone diagnosed with life-threatening peanut/nut allergies, and to raise the awareness of all members of the WCT community regarding severe allergies.

People suffering from peanut/nut allergies may suffer severe medical responses to exposure to these allergens. Anaphylaxis, or anaphylactic shock, is a systemic allergic reaction that can be fatal within minutes.

We acknowledge that due to food processing practices and other actions over which we have no control, it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Therefore, we have opted to be a Nut Aware community. While our goal is to strive to be a nut-free space to the extent possible, **parents/congregants need to be aware that it is impossible for us to create a completely nut-free environment.**

GENERAL POLICY

- Peanuts/nuts and foods containing peanuts/nuts (including peanut paste, Nutella, cooking oil containing peanut oil, as well as foods containing nuts) **ARE NOT ALLOWED ANYWHERE IN WCT.**
- Congregants will be advised to read labels on all foods before bringing or sending them in to WCT to identify peanut/nut ingredients “hidden” in foods and to keep them out of the temple.
- Notices of potluck and other similar events will include a reminder that no peanuts/nuts or food containing peanuts/nuts are allowed to be brought to the temple or included in any dishes of food brought to the temple.
- The WCT Facility Use Documents have been amended so that all caterers may not serve peanuts/nuts or food containing peanuts/nuts in the temple.
- The School Board and the Director of Congregational Learning will develop procedures for implementing this policy in the religious school.
- The Peanut/Nut Policy will be communicated to the congregation each year, and the policy will be posted on the WCT website.



CHECKLIST FOR PAYMENTS AND FORMS

- ___ \$1000 deposit upon signing the facilities agreement. Financial Secretary confirms you are in good financial standing.
- ___ Certificate of Insurance due 60 days prior to the event from all vendors.
- ___ Photographer/Videographer – name, address, phone number and signature page due six weeks prior to the event.
- ___ All payments are due 30 days prior to the event.

Cancellation Policy

- ___ Cancellation 30 days or more prior to the event will yield a refund of all but \$200.
- ___ Cancellation less than 30 days prior to the event will yield a refund of all but \$500.

Facilities Walk Thru

- ___ Projector rehearsal, if applicable, at least 1 day prior to event.
- ___ Post walk thru Monday after the event, if required by VP Facilities.

Return of Deposit

- ___ Within 30 business days after the event, TEMPLE will provide an accounting indicating total amounts received from the renter, all applicable fees and the cost of any damages. If the total amount received from the renter exceeds any additional fees or damage, a check will be issued to the renter within 20 days. If any additional fees and costs of any damage exceed the total received from the renter, the renter will be responsible for paying the remainder within 10 days.