



**8825 East Prairie Road, Skokie, IL 60076**  
**Phone: 847-674-3473; Email: [office@svaj.org](mailto:office@svaj.org)**

Mazal Tov! We look forward to celebrating with you, your family and friends at SVAJ! We are committed to doing whatever we can to make your lifecycle celebration a joyous and meaningful occasion for your family. Our building has rooms of various sizes and can accommodate events as small as one including only a few people up to one with 400 guests!

To get more information or to schedule a time to tour the building, please contact our Administrator at 847-674-3473 or [office@svaj.org](mailto:office@svaj.org)

**RENTAL CONTRACT**

**By and between Renter and Skokie Valley Agudath Jacob ("SVAJ")**

Date of Contract:	
Name(s) of Renter(s):	
Complete Address	
Phone and Email:	
Date and Time of Function:	
Type of Function:	
Number of Attendees:	
Caterer and/or Other Vendors (if applicable)	

**BAR / BAT MITZVAH**

(any time other than Shabbat morning before 2:00pm)

- **Social Hall rental – 400 guests, 4 hour event - \$1,800**
- **Social Hall rental – 265 guests, 4 hour event - \$1,300**
- **Social Hall rental – 135 guests, 4 hour event - \$850**

**Included in Social Hall Rental Fees:**

- Use of:
  - Social Hall (for smaller events, the room size may be reduced by the use of dividers)
  - Berger Beit Midrash, Israel Hall or the Main Sanctuary (one only)
  - Main lobby
  - Coat room
  - Event of 4 hours plus access 2 hours before and one hour after for set/up and cleanup.
- Security guard for 4 hours (renters must pay \$30 per hour for each additional event hour, which must be requested in advance)
- Tables & chairs
- Basic room set-up (if layout is received 14 days prior to event)
- Basic clean-up
- **Social Hall Rental fee does not include paper goods, plasticware, table plastics or linens.**

**Additional / Optional Services:**

- Use of kitchen - \$200: includes Kitchen Manager, use of all kitchen appliances, preparation surfaces, reusable serviceware and tableware, use of all centerpieces and decorations located in the kitchen, benchers. Does not include disposable plasticware or food in refrigerators.
- Dance floor (18' X 18' but can be made smaller) - \$100

**Fee Calculation**

• Social Hall Guests # _____	\$ _____
• Use of kitchen \$200	_____
• Dance Floor \$100	_____
• Additional Security Guard Hours \$30 hour	_____
	Sub total _____
SVAJ/KS Member Discount of 50% - _____	
(full and in good standing)	
	Total Fee _____

## TERMS AND CONDITIONS

1. **Access.** The rental shall be limited to the rooms or areas as specified above. Renter agrees that guests and service providers will refrain from seeking access to any other portion of the building. All food and entertainment will be restricted to rooms and areas rented.
2. **Deliveries.** All food and equipment deliveries must be made between 9:00 a.m. and 2:00 pm, Monday through Thursday or on Friday no later than 12:00pm. All deliveries must be prescheduled by contacting our Administrator at 847-674-3473 or [office@svaj.org](mailto:office@svaj.org).
3. **Catering.** Caterer must be approved by SVAJ Rabbi or designee and must have acceptable kosher certification, such as cRc, OU, K of K, as determined only by the Rabbi or designee. Caterer must pick-up any equipment left in the synagogue on the day following the event, between 8:00 a.m. and 1:00 p.m., unless other arrangements have been made. Caterer is responsible for cleaning the kitchen, which is to be left as it was found. Caterer must provide the synagogue with a Certificate of Insurance at least four (4) weeks prior to event.
4. **Maintenance and Set-Up.** At the discretion of SVAJ, SVAJ's maintenance staff will remain on the premises for the duration of the function. Such staff member(s) will setup and breakdown tables and chairs, operate the elevator on an as-needed basis and perform other duties as required, provided that Renter provides SVAJ with a desired room layout for chairs and tables no later than fourteen (14) days prior to the function, in order to ensure timely setup of the room(s).
5. **Property Damage.** Renter shall be liable for any damage to SVAJ property, including but not limited to the building, kitchen equipment and appliances, which may occur as a result of any activity relating to the function or the action of any person or persons in attendance at the function, or the action of any person or persons employed by the Renter. Renter agrees, upon request, to provide proof of financial responsibility and/or insurance coverage covering property damage as described in this paragraph. Renter may also satisfy this requirement by providing proof of insurance obtained by the caterer and providing coverage for any such damage. Every vendor engaged by Renter must provide a Certificate of Insurance naming SVAJ as an additional insured for any such claim as described in this paragraph. Certificates must be on file in the SVAJ office at least three (3) weeks prior to the event or the vendor will not be allowed onsite.
6. **Personal Injury.** Renter shall be liable for any injury to persons which may occur in the course of the function or which may in any way be claimed by the injured party or his or her representative to be attributable in any way to the function. Renter agrees to indemnify, defend, and hold and keep harmless the SVAJ from any and all claims, payments, expenses, damages, costs, and attorneys' fees in any way asserted by any injured person or his or her representative alleged in any manner to have been occasioned by any actions of Renter, its agents, employees, guests, licensees, invitees, and from any cause or reason whatsoever relating to the use and occupancy by Renter of the premises and the conduct of its activities. Renter shall, upon request, provide proof of liability insurance and/or evidence of financial responsibility naming SVAJ as an additional insured for any such claim as described in this paragraph. Renter may also satisfy this requirement by providing proof of insurance coverage obtained by the caterer and other vendors and providing coverage for any such injury.
7. **Miscellaneous**
  - No vendors (caterer, florist, etc.) will be allowed building access until all fees are paid.
  - No food in Sanctuary please.

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- Light refreshments only in Lobby.
  - All religious events, ceremonies and services must be approved by the Rabbinic Staff of SVAJ
  - Children and all other guests must be supervised by Renter at all times.
  - Do not attach or hang anything in any manner to the walls, windows, window treatments, doors, ceiling, vents or light fixtures.
  - No candles, sparklers or “silly string” may be used.
  - All alcoholic beverages must be secured by SVAJ in the office or kitchen before and after your event until removed from SVAJ premises.
  - SVAJ may have some audio/visual equipment (screen, projector, microphones and speakers) that are available for your use at no additional charge (subject to availability). Please discuss your needs with us, so we can reserve the appropriate equipment for your event.
8. **Food Preparation and Serving:** The Renter agrees that a copy of “SVAJ Requirements for Food Preparation & Serving” has been provided and is a part of this Agreement and will be adhered to fully.
9. **Event Time:** Different event packages include allowed times (e.g., Wedding Package includes 6 hours of Event Time plus time for set up / clean up, Brit Milah Package includes 3 hours, etc.). Any additional time (either for event or set up / clean up) must be arranged for in advance and will be charged for at \$100 per hour or fraction thereof.
10. **Payment of Fees.**
- a. **Hold Date Deposit:** A (non-refundable) Hold Date Deposit of \$200 is required at the time of Contract signing. The Hold Date Deposit will be applied to the Total Fee Balance and is not refundable. The member discount does not apply to Hold Date Deposit.
  - b. **Security Deposit:** A Security Deposit of \$500 is due two weeks before the event. SVAJ may retain any or all of the Security Deposit to offset any loss incurred by SVAJ on account of Renter’s breach of this Agreement, including deductions for damages or overtime). The Security Deposit (in whole or part, as applicable) we be refunded within 7 days after the event. The member discount does not apply to Security Deposit.
  - c. **Total Fee Balance:** The Total Fee Balance is due two weeks before the event.
  - d. **Cancellation / Refunds:** All Fees other than the Hold Date Deposit are refundable if a cancellation takes place no fewer than six (6) weeks prior to the event.

Fees may be paid by check, by dropping off at the SVAJ office, or by bank transfer or credit card via our website at [svaj.org/donate](http://svaj.org/donate).

11. **Total Fee for this Event** (not including security deposit): \$\_\_\_\_\_

### **SVAJ Requirements for Food Preparation & Serving In the SVAJ Kitchen and Events**

The following policies apply to all people who may be doing food related work in the SVAJ kitchen or elsewhere within the building, including SVAJ staff, lay leadership, tenants, people renting SVAJ spaces, and caterers; and to all SVAJ events where food is served.

These requirements are meant to continue to ensure that the SVAJ kitchen maintains the highest possible standard of kashrut and that all SVAJ events are strictly kosher.

The rabbi is the Rav Hamachshir (supervising rabbi) and mashgiach of the kitchen and has final say regarding any food prepared in the SVAJ kitchen or served at any SVAJ event.

In this guide, there are five sections.

1. Terms
2. Kitchen Layout
3. Caterers
4. Guide for Preparing Food in the SVAJ Kitchen
5. Shabbat and Yom Tov Issues

## **Section 1: Terms**

**Dairy** - Foods that include milk, cheese, yogurt. Does not include eggs.

**Meat** - Foods that include beef or other kosher mammalian meat, chicken or other kosher fowl. Does not include fish or eggs.

**Pareve** - Foods that are neither dairy nor meat: vegetables, fruits, grains, fish, eggs

**Rav Hamachshir** - Senior Rabbi of Skokie Valley Agudath Jacob, Responsible for kashrut policy and decisions.

**Kitchen Manager** - Someone who has been trained in SVAJ kashrut policies and approved by the rabbi or a mashgiach who is employed by an approved kashrut agency.

**Keilim** - Cooking and serving vessels and utensils, pots, pans, spatulas, knives, etc...

## **Section 2: The Skokie Valley Kitchen**

**Location and access** - The Skokie Valley kitchen is located on the main floor of SVAJ, next to the Social Hall. There are two entrances, from the hallway and from the Social Hall. These entrances will be locked at all times that the kitchen is not in use.

**Ovens** - SVAJ has two sets of ovens, dairy ovens on the left side of the kitchen and meat ovens on the right. The appropriate ovens must be used when cooking or reheating meat or dairy food. Pareve foods may be cooked or reheated in either oven. Please consult with the rabbi if you have questions regarding the status of pareve foods cooked in the meat or dairy oven. If, in a situation where there is very high volume and all ovens of one set are full, the opposite kind of oven may be used if it has not been used in 24 hours and the food being cooked is fully wrapped.

**Burners** - On top of the respective meat and dairy ovens are meat and dairy burners. The appropriate burners must be used when cooking or reheating meat or dairy food. Pareve foods may be cooked or reheated on either burner. Please consult with the Rav Hamachshir if you have questions regarding the status of pareve foods cooked on the meat or dairy burners.

**Sinks** - SVAJ has two sink areas labeled dairy and meat. The third sink is for hand washing only. Food, dishes, sponges, and silverware may only be placed or washed in the appropriate sink.

**Counters** - Any counter space being used in the SVAJ kitchen must be covered with an appropriate covering (red tablecloth for meat, blue for dairy, or unused tin foil).

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**Refrigerators and freezers** - the SVAJ kitchen contains one freezer and three refrigerators. There is additional cold storage in the basement.

**Cabinets** - SVAJ has a locked pantry room, in which dairy and meat keilim, as well as dairy and pareve dry goods can be found. All cabinets are locked and appropriately marked. Cabinets of the appropriate type may be unlocked. The Kitchen Manager will have key access.

**Keilim** - SVAJ has meat and dairy keilim. All vessels are marked either dairy or meat, with the exception of a few non-pyrex glass trays and serving bowls. These glass trays and bowls may be used only to serve cold ingredients.

**Microwaves** - there is one dairy and one meat microwave in the kitchen.

**Dishwashers** - The SVAJ kitchen contains a meat and a dairy dishwasher. These may only be operated by or under the direct instruction of SVAJ staff.

### **Section 3: Caterers**

SVAJ welcomes caterers with an Orthodox Kosher Certification (teudah) to provide food services at events in our building subject to several limitations. All caterers must comply with posted rules about the use of SVAJ facilities. SVAJ reserves the right to deny caterers access to our building if the synagogue leadership determines that allowing access is not in the best interests of SVAJ.

Prepared food: If you are hosting a small event and are bringing platters of prepared food from a local restaurant or caterer the platters must be delivered with the kosher sealing tape intact. Local restaurants and caterers with an Orthodox kosher certification are all acceptable vendors.

### **Wine, Liquor and Beer**

Wines served in SVAJ must be kosher and mevushal. All liquor must either be certified kosher or appear on the CRC or Star-K approved liquor list. Beer must either be unflavored or have certification.

### **Section 4: Requirements for Preparing Food in SVAJ**

**1. Access** - The SVAJ kitchen shall be locked at all times when not in sanctioned use. Access to the kitchen will be granted by key to SVAJ staff, executive lay leadership, and SVAJ approved kitchen managers. These keys must not be shared with anyone who has not been approved as a kitchen manager. **At no point may food prepared in a home or any other non-kosher certified kitchen be brought into the SVAJ kitchen for any reason.**

### **2. Kitchen Manager (other than caterers)**

Food preparation in the SVAJ kitchen requires oversight. This oversight comes from someone trained in the policies of SVAJ kitchen. This person shall be known as a Kitchen Manager, as designated by the SVAJ Rabbi. The Kitchen Manager's responsibility is to be an objective observer and resource during the food preparation process.

Kitchen Manager's roles:

1. Unlock the kitchen
2. Arrange the kitchen appropriately for meat or dairy use (see below).
3. Check all ingredients that enter the kitchen for appropriate kosher supervision.
4. Be present supervising the correct kitchen usage throughout food preparation. S/he may help with food preparation.

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5. Supervising and supporting kitchen clean up.
6. Locking up.

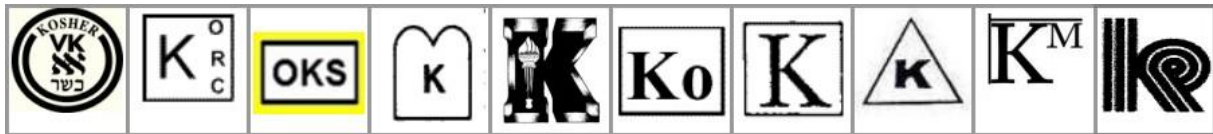
**3. Dairy or Meat** - The SVAJ kitchen may be used for preparing either dairy or meat. Before beginning to prepare food, the following steps must be taken to ensure correct usage of the kitchen:

- Sink of the appropriate side is uncovered, the sink of the side not in use is covered.
- Movable large divider carts are placed in front of the area not to be used to block that section of the kitchen.
- Cabinets containing the appropriate implements (dairy or meat) are unlocked.
- Prepping tables in the middle of the room are covered with the appropriate tablecloth (blue for dairy, red for meat) or tin foil.

#### 4. Ingredients

Store bought items with an acceptable kosher symbol may be brought to SVAJ in their original, unopened packaging. Today, there are hundreds of kosher supervision agencies worldwide, each with their own seal. A list of acceptable kosher symbols will be posted in the kitchen. If a symbol is not on the list, you may consult the CRC or the Rav Hamachsir. The following are some kosher symbols that are NOT accepted in the SVAJ kitchen:

**NOT  
ACCEPTABLE**



#### 5. Keilim

Non-caterers: Keilim used for food preparation in the SVAJ kitchen must belong to SVAJ. If there is a utensil that the kitchen does not have, please contact the Rav Hamachsir about purchasing and toveling said utensil. Under no conditions may keilim from a private home or other institution be used to prepare food in the SVAJ kitchen.

Caterers: Approved kosher caterers must bring their own keilim and are prohibited from using SVAJ keilim.

Clean-up: After use of the SVAJ kitchen, floors must be swept, dishes cleaned and put away in the appropriate manner, and counters wiped down.

#### 6. Use of stoves, burners, counters, etc:

See section 2, "Kitchen Layout."

#### Section 5: Shabbat and Yom Tov issues

All food to be served for shabbat must be delivered to SVAJ prior to shabbat. Cooking is not permitted on shabbat.

Warm food on shabbat:

Blech or warmers: Solid food (chicken, beef, but not liquid foods like soup, stews, or dishes with lots of sauce) may be reheated on shabbat in a warmer or on a blech. Liquids, or foods with a lot of liquid (soup, stews, dishes with lots of sauce) may NOT be reheated on a blech or a warmer on Shabbat.

Ovens: Ovens may not be used to reheat any foods on shabbat. Foods may be placed in ovens at a warming temperature before shabbat and left in the ovens until served. Controls for the ovens must be covered. No adjustment of fires of heat may occur unless there is a danger to people, in which they may be turned off.

