

CONGREGATION BETH DAVID HOUSE RULES

1. The use of our name in any literature or publicity of any organization is not permitted without prior approval of the Director of Operations.
2. Organizations are requested to provide to the office copies of invitations and/or publicity for all functions to be held at the synagogue, prior to general distribution, for approval by the Director of Operations.
3. Arrangements for all meetings/events must be discussed in detail with the office at least two weeks prior to the meeting/event. A diagram and/or written instructions for furniture arrangements, room layout, and the schedule for any deliveries for the event must be submitted seven (7) days prior to the scheduled event. No deliveries may be scheduled outside regular business hours.
4. If an outside organization or party cancels a booking for synagogue facilities or services, cancellation charges consisting of the deposit will apply unless such notice or cancellation is given at least one month prior to the scheduled date.
5. The custodial staff is NOT responsible for table settings, floral arrangements, centerpieces, arranging or serving food, changing the room after the initial setup, or food clean up.
6. Custodial staff will, according to a provided layout, setup and put away any Congregation Beth David owned tables, chairs, or other equipment. Initial layout must be provided no later than 60 days before event date. Final layout must be provided no later than two weeks prior to event date.
7. Congregation Beth David assumes no liability or responsibility for damage or loss of personal property of others while on our premises and all personal property, including motor vehicles, brought to, or left on the premises are done so at owner's risk.
8. All persons and organizations will use the premises and equipment allotted to them with all due care. Any damage to this property or equipment resulting from use shall render the persons and organizations liable for damages. A security deposit in the form of a credit card will be given to the office two weeks prior to the event to be charged in the case of extra incurred expenses for Congregation Beth David in the form of damage, breakage, helium balloon retrieval in the Mercaz (this requires the rental of a lift on the part of Congregation Beth David, a *minimum* expense of \$600) due to the event. All extra costs incurred by Congregation Beth David to return the facility to its pre-event state, excluding standard cleanup, will be charged to the credit card.
9. Initial walk through must be completed before any materials (other than donated baked goods), or vendors may be on premises.
10. Prior to any access to the facility on the day of the event, the Event Sponsor will do a pre-event walk through with the House Manager. At the conclusion of the event, after all guests and vendors have left, the Event Sponsor will do a post-event walk through with the House Manager.
11. Congregation Beth David is a non-smoking facility. Smoking is not permitted anywhere inside or outside the building, including the restrooms, patios, sidewalks, and parking lots.
12. Only those areas and facilities herein contracted for may be used for the event. No decorations, signs, bulletins or similar objects are to be tacked, taped, nailed, or stapled to any part of the building. No person or organization may move chairs, furniture, microphones or any synagogue equipment except as authorized by the Director of Operations or the House Manager.
13. Fire Code maximum occupancy rules are strictly enforced.
14. There is a \$350 fee for any fire extinguisher that has been used for anything other than suppressing a fire.
15. Children may not be left unattended.

16. The Event Sponsor is responsible for the orderly conduct and safety of guests, and is therefore required to provide such supervision as may be necessary to ensure that the peacefulness of the neighborhood is not disturbed and that proper respect is accorded Congregation Beth David as a religious institution. The doors of the building are to remain closed and the noise level generated inside the building must be kept low enough such that an ordinary person situated across the street cannot hear it; further, guests must exercise courtesy and consideration whenever on the Sukkah Patio or leaving the event.
17. Under no circumstances is Congregation Beth David property to be taken out of the building. No Congregation Beth David property, of any kind, is even to be taken out of the specified area or removed without previous written consent.
18. No business meetings, rehearsals, or functions, other than those approved by the Mara d'Atra, shall be held on the premises on Shabbat, High Holy Days, or on other religious holidays or festivals.
19. Employees of the congregation shall take orders only from the Rabbi, the President of the congregation, the Director of Operations, the House Manager, or a person duly authorized and designated by the Director of Operations.
20. The law expressly forbids the serving of alcoholic beverages to any persons under the age of 21 or to persons who appear to be intoxicated. Event Sponsor, its caterers or other agents, and guests must abide by this California statute.
21. **CLEANUP REQUIREMENTS:** All persons or organizations and their caterers, where applicable, having use of the whole or any portion of the building or grounds or of the kitchen and/or facilities shall leave the same, including all kitchen equipment, utensils, and other physical property, in a **CLEAN AND UNDAMAGED** condition, and see to the removal of all surface garbage from the premises immediately following the conclusion of the meeting or reception, and before the caterer (where applicable) leaves the premises, and shall indemnify us for all loss, cost and damage resulting from failure to do so. For further cleanup requirements for the kitchen, see the attached document entitled Kitchen Use and Kashrut Policies.
22. **FOOD POLICY:** The Event Sponsor will follow all kashrut and kitchen rules delineated in the Kitchen Use and Kashrut Policy documents attached to this document if using the kitchen and/or serving food.

Building Rules and Regulations

Section A – General Use Guidelines

1. The sanctuary, classrooms, social hall, kitchen and grounds are provided primarily for our members and their families, and affiliated member organizations, to serve their spiritual, educational and social needs.
2. The facilities may be made available to other organizations as requested, but only at the discretion of the Director of Operations and the M'ara D'atra. The facilities are available to non-members and outside groups only at such times when not in conflict with member or Congregation Beth David's own programs.
3. The House Manager retains the right to check on the conformity with established rules at the time of any function, and to take steps immediately to correct any non-conformity. It shall also be the right of the House Manager, or any of its authorized agents, including the Director of Operations, to ask any person(s) to leave the premises because of inappropriate conduct.
4. The Director of Operations will, in the event of any dispute, authorize or reject the use of the facilities.
5. These rules may, with approval of the Board of Directors, be amended or changed without notice, upon the recommendation of the Director of Operations or the VP of Administration, for the purpose of maintaining the building for the greatest benefit of the majority of its membership.

Building Rules and Regulations

Section B – Payments, Limits, Overages

1. Payment of 25% of the rental fee as a deposit is required to request your reservation. This agreement may be cancelled with full refund of deposit thirty days or more prior to the event. Thereafter, the deposit is nonrefundable. *If Congregation Beth David has a need to cancel an event, the deposit will be refunded or applied to another, mutually acceptable event at Congregation Beth David.*
2. All activities in the building shall conclude by 11:00 p.m. The facility, both inside and outside, must be cleared of all guests and vendors by midnight.
3. All functions shall be promptly commenced and arrangements made by the Event Sponsor that all guests, invitees, or other persons involved, vacate the function space at the closing hour indicated.
4. Any outstanding balance relating to this contract shall be due and paid in full one month in advance of the specified function.

Private Event Fees

Rental Space	Member	Non-Profit	Non-Member
Studio Maximum 18 people, up to 2 hours* <i>Must be Monday - Friday during regular business hours</i>	\$35	\$100	\$300
Mercaz & Social Hall [□] up to 8 hours*	\$1350	\$1850	\$4000
Mercaz, Social Hall, Beit Tefillah, Beit Midrash or Studio, Sukkah Patio [□] up to 8 hours*	\$1850	\$2350	\$4800
Banquet Room - Friday Night Dinner (max 72 people) up to 3 hours* (out by 9:30 on Friday night)	\$530	\$700	\$1500
Sanctuary Only up to 3 hours*	\$150 [△]	\$350	\$600

* Any additional time will be charged at a rate of \$100/hour.

[□] If your event requires the Sanctuary Extension there is an additional fee.

	Member	Non-Member
Sanctuary Extension - without simultaneous use of the Sanctuary	\$200	\$400
Sanctuary Extension - with simultaneous use of the Sanctuary	\$500.	\$N/A

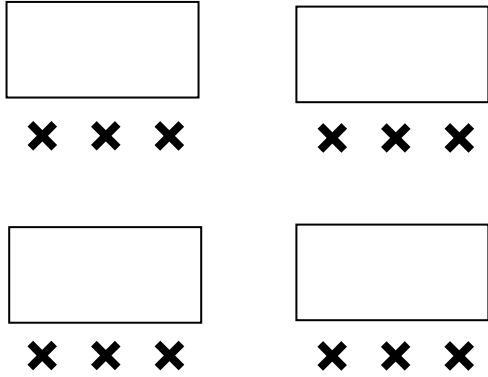
The need to use the Sanctuary Extension depends on the number of guests, the desired type of layout, and other specifics of your event. When submitting this application, your 25% deposit will be based on the price in the "Private Event Fees" table above. The extension fee will be determined after the application has been approved and details have been discussed and will require payment with the balance one month prior to event.

[△] \$150 represents only the security fee and may be waived in certain situations, e.g. member funerals. The sanctuary may only be rented with the approval of the M'ara D'atra (senior clergy).

Set-Up Styles

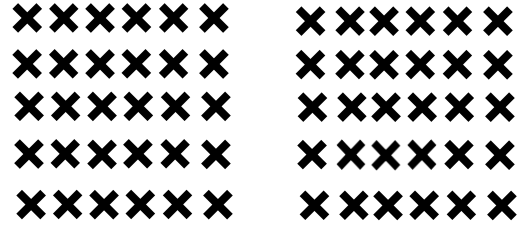
Conference Style

(FRONT)



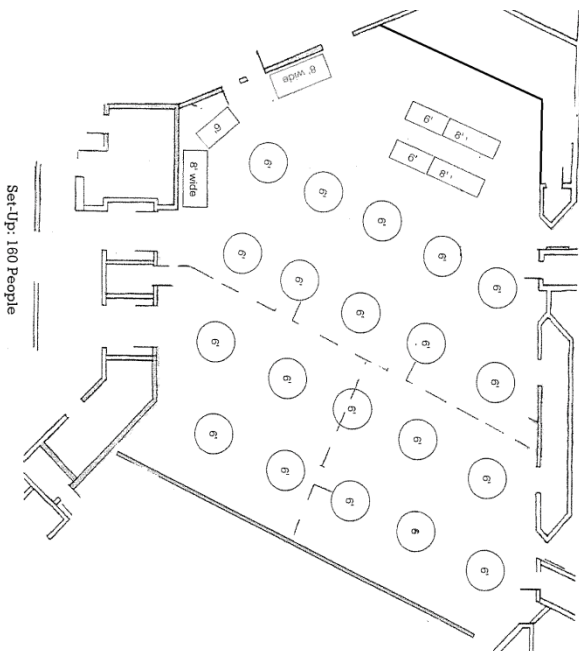
Theater Style

(FRONT)



Banquet Style

(FRONT)



OTHER

Please work with the office on your setup needs and requests

