

BETH SHOLOM TEMPLE  
805 Lyons Blvd.  
Fredericksburg, VA 22406

DATE: \_\_\_\_\_

MEMO: TO ALL RENTAL APPLICANTS

RE: HOUSE RULES, APPLICATION AND CONTRACT FOR USE  
OF BUILDING FACILITIES

FROM: VICE PRESIDENT OF ADMINISTRATION

Please read the enclosed House Rules for Rental of Facilities and Application and Contract carefully. Fill out the application and return to the Temple office, even if you are uncertain of some of the information. There are many events scheduled at Beth Sholom Temple, thus planning and early notifications are essential for us to provide the necessary services. We will contact you periodically to fill in any blank spaces.

Sign both copies of the Application and Contract. Keep one copy for your records and return the other copy to the Temple office. Check the application to determine the amount due for the function and security deposit to hold the space and include two separate checks with the Application and Contract. Please return no later than 6 weeks prior to your function to insure holding the space needed. As soon as we receive the Application and Contract with the name, address, and phone number of your caterer, we will send your caterer the rules and regulations regarding our kitchen and Social Hall.

We want to work with you to make certain things go smoothly and ensure that you have a wonderful celebration at Beth Sholom Temple.

If you have any questions, do not hesitate to contact the Temple office at (540) 373-4834.

## HOUSE RULES FOR RENTAL OF FACILITIES

1. The facilities of the Temple are available primarily for use of members and their families, and for affiliated member organizations of the Temple, to serve their spiritual, educational and social needs.
2. The facilities may be made available to such other persons, organizations and institutions of a religious, educational, social, philanthropic or business/professional nature as may request their use, but then only at the discretion and with the approval of the Vice President of Administration. A description of the program must be submitted at time of application.
3.
  - a. Room reservation forms and a schedule of charges for the use of the Temple facilities are attached.
  - b. There shall be no use of these facilities unless written approval from the Vice President of Administration of the Temple has been received by the applicant.
  - c. Under no circumstances will use of the facilities be permitted prior to approval of application as well as signed Application and Contract by individual or group, or any agents thereof, with all the House Rules. Furthermore, all deposits and payments must be made as set forth in the application.
4. Any organization having regularly scheduled meetings may make one application for said meetings at the beginning of the year, listing dates and facilities required. Any modification thereof will require written request at least two weeks in advance of the scheduled meeting and be subject to availability and approval of the Vice President of Administration.
5. The use of Temple facilities must terminate before 11:00 pm on Sundays through Thursdays and, for affairs beginning on Saturdays, they must terminate by 1:00 am Sunday morning. Afternoon affairs must terminate at time specified on Application and Contract.
6. The facilities of the Temple shall be used so as to conform with the dignity, propriety, spirit and atmosphere of a house of worship. A Vice President of Administration representative or any of its authorized agents, may be present at any function, and the Temple retains the right to check on compliance with these House Rules and take immediate action to correct any non-compliance. The Vice President of Administration may require any person to leave the premises because of unseemly conduct or non-compliance with these rules.
7. The use of the name of the Temple in any literature or publicity of any organization is not permitted without prior written approval of the President of the Temple, other than to identify the location of a function.
8. The use of the Temple facilities is to be confined to the hours stated in the Application and Contract. No portion of the facilities of the Temple, other than that specified in the Application and Contract is to be used.
9. The only equipment included for use with rental of the facilities are the Temple's tables and chairs. Equipment in excess of that maintained by the Temple must be supplied by the applicant at their own expense. Dishes and linens are available, on a rental basis from an approved vendor.

10. Any individual or organization using the facilities of the Temple shall be responsible for loss, breakage, damage, or other expenditure resulting from that use. A \$250 separate refundable security deposit is required with each application payable to the Temple 6 weeks prior to the event.

In the event that loss, breakage or damage occurs, the individual or organization will be given notice that repairs or replacements are required and that such repairs or replacements will be made by the Temple. The security deposit will be used for such expenses. Upon completion of the repairs or replacements an immediate reimbursement to the Temple of funds in excess of the security deposit to complete such repairs shall be made by the individual or organization concerned. In the event that said \$250 is not sufficient to cover the cost of such loss, breakage or damage, or other expenditure, the applicant will reimburse the Temple the difference within fifteen (15) days after being billed for such loss.

11. No rearrangement of furniture, fixtures, and equipment of the Temple, other than tables and chairs, shall be made. No Temple property shall be removed from the Temple at any time.
12. No equipment other than musical instruments and related sound equipment may be brought into the Temple without written approval of the Vice President of Administration.

An individual or organization using the Temple's facilities assumes the sole risk for any of the user's property stored or used on the Temple's premises and the Temple and its agents shall be free from any liability for loss or damage to such property except for the gross negligence of the Temple or its agents. All approved equipment which is brought onto the premises for a meeting or an affair must be removed within two hours after termination of function unless specific authorization is provided for an extension of such time and signed by the Special Events Coordinator or member of the Vice President of Administration

Nails, staples, tape or similar fasteners are not to be used under any circumstances on the walls, floors, doors, ceiling, light fixtures or other parts of the building or equipment. In decorating any area of the building, the fire extinguishers and exits must not be hidden or closed off. All materials used must be fire proof. If special wiring and equipment is to be used, arrangements must be made in advance with the Vice President of Administration. Any material or equipment delivered to the Temple shall be charged to the contracting organization and the invoices so marked. No delivery will be accepted otherwise.

13. All vendors shall provide the following insurance in the amounts indicated:
  - a. Commercial General Liability coverage in the amount of \$1,000,000 combined single limit, Bodily Injury & Property Damage. Beth Shalom Temple must be added as an additional insured.
  - b. Statutory Workers' Compensation and Employers Liability Insurance.
  - c. If alcohol is being served, Liquor Law Liability coverage in the amount of \$1,000,000.
  - d. Automobile Liability covering all owned, non-owned and hired vehicles at a limit of \$1,000,000 Combined Bodily Injury and Property Damage.
  - e. Commercial Umbrella Liability in the amount of \$5,000,000 providing excess limits to the underlying policies noted in (a), (c) & (d) above.
  - f. If valet parking is being provided, Garagekeepers Legal Liability at a limit of \$250,000 per occurrence is required.

Certificates of insurance evidencing all policies noted above must be furnished to the Temple at least 30 days prior to the engagement.

Failure to comply with this rule may result in being denied the privilege of using the Temple's facilities. The user of the facilities and equipment of the Temple shall, after the use thereof, restore the same to a condition of cleanliness and good order suitable for immediate use by others. The user will reimburse the Temple for any expenses incurred by the Temple to remedy the user's default.

14. It is recommended that menus be submitted to the Ritual Committee for review for conformity with Beth Sholom Temple dietary policies and restrictions with enough time prior to the signing of the contract.

In order to respect our Jewish heritage, and regardless of who provides the food or beverage, the following food preparation and service rules must be adhered to: No treif (biblically forbidden foods), including pork and shellfish in any form, is permitted in the building. There is to be no cooking/service together of meat and dairy products.

**THE FOLLOWING ARE EXPRESSLY FORBIDDEN AT ALL TIMES:**

- Games of chance of any kind
- Video games other than E rated
- Any decoration or floral arrangements not freestanding
- Live animals, birds, or fish
- Sign and lights than can be seen from the street, or on Temple grounds.
- Cotton candy
- Paper table confetti
- Smoke or fog machines
- Pyrotechnics and fireworks
- Special effects without written approval of Vice President of Administration.
- Posters, decorations, or lights affixed to the walls, ceilings, fixtures, or Temple furniture
- Handling of thermostats by anyone other than the Vice President of Administration

15. FOR WEDDINGS (see special addendum)

16. FOR BAR/BATMITZVAH:

Entertainment, in addition to music, should be appropriate for the Sabbath and the occasion. Any doubts as to propriety should be cleared through the Vice President of Administration or Ritual Committee. It is the responsibility of the Bar/Bat Mitzvah family to communicate the proper standards of decorum to their guests.

17. Persons who wish to arrange for religious ceremonies are required to contact the available Rabbinic leadership of the Temple. It is desired that another Rabbi perform the service, permission must be obtained from both the Rabbi and Ritual Chairperson.

If the services of a Cantor, organist, or soloist are desired for a religious ceremony, they must be approved by both the Rabbi and Ritual Chairperson.

18. No performers or other employees of the vendors providing services shall wear any costumes or provide any performances which are not appropriate for the sanctity of the synagogue and the occasion being celebrated.
19. No smoking is permitted in the Temple at any time.
20. Cars may be parked in the parking lot only. If overflow parking is expected arrangements will be made with the Stafford County Police Department for cars to be parked on Plantation Drive and Lyons Blvd.
21. Until a deposit is received, and Application and Contract fully executed, applications and/or requests are not binding and Temple has the right to release the date for use to another family or organization.

The balance, if any, shall be paid at least two weeks before the date of the affair. If the balance is not paid when due, the deposit will be returned and the facilities will not be made available to the applicant. If the facilities are not used, all monies paid under the Application and Contract shall be retained by the Temple as liquidated damages.

22. All youth groups using Temple facilities shall provide adult supervision, acceptable to the Vice President of Administration, to be present during the entire time Temple facilities are in use

BETH SHOLOM TEMPLE  
805 Lyons Blvd.  
Fredericksburg, VA 22406  
540-373-4834  
FAX# 540-373-7698

Application and Contract for Use of Building Facilities  
The House Rules are incorporated herein and made a part of this application

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

MEMBER: \_\_ NON-MEMBER: \_\_\_\_\_ FUNCTION: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_ HOURS: \_\_\_\_\_ TO \_\_\_\_\_

NO. OF GUESTS: 77 parking spaces available - Overflow parking needed-yes\_ no\_\_

FACILITY NEEDED -NON-MEMBER -Please check appropriate box  
Bar/Bat Mitzvahs, Weddings, other lifecycle events, private parties.

Sanctuary_____	\$ 300.00
Must be approved by Ritual Committee	
Social <b>Hall</b> ____	\$ 450.00
Reception with food service, includes set-up, breakdown and cleaning. Afternoon events must be concluded at time specified on contract. Evening events must be concluded by 1:00 am.	
Social Hall _____	
Without food service, includes set up and break down	\$ 300.00
Sanctuary with Social Hall _____	\$ 600.00
Youth Lounge_____	\$ 100.00
Maximum 40 people seated. Kitchen facilities available - must be returned to original condition.	
<b>Classroom</b> ____	
20-25 people seated. (non-profit)	\$ 25.00
20-25 people seated (other)	\$ 50.00
Lobby Area _____	
40-48 people seated w/buffet table including set up & cleanup	\$ 200.00

Total Due\$                      Deposit\$                      (50% of total due)

Security deposit - \$250 - separate check, please to be included with application and function deposit.

Balance Due (14 days prior to function)\$ \_\_\_\_\_  
(Please make all checks payable to Beth Sholom Temple)

VISA/MC accepted for function only. An additional 4% service charge will apply.

\_\_\_\_\_  
Credit Card #

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Name on Credit Card

(Prices are subject to change without notice per Board of Directors.)

CATERER:

PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CATERER'S CERTIFICATE REC'D

DATE REC'D \_\_\_\_\_

D.J., BAND, ENTERTAINMENT:

PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PARTY PLANNER:

PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FLORIST:

PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHOTOGRAPHER:

PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The above named applicant hereby applies for permission to use the Temple facilities as specified above and agrees to the terms of "House Rules for Rental of Facilities" at Beth Sholom Temple, Fredericksburg, VA.

The applicant further agrees to indemnify and save Beth Sholom Temple harmless from any and all damages to its building, facilities and equipment, and from any and all claims for loss, injury or damage to any person or property while anywhere on the Temple's premises or grounds, including counsel fees and expenses in connection therewith in any instance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Organization

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Administration