

TEMPLE Isaiah FACILITIES USE GUIDE

MEMBERS, NON-MEMBERS, and ORGANIZATIONAL USE

1. The facilities of the Temple are available primarily for use by members and their families, and for affiliated member organizations of the Temple, to serve their spiritual, educational and social needs. The Executive Director or President may authorize the use of all Temple facilities, except for the Sanctuary and Chapel. The Rabbis or Cantor must authorize any use of the Sanctuary and Chapel for public events or private functions.

Members may use the facilities either for public events (open to the entire Congregation) or private parties (by invitation only, and generally understood not to be open to the entire Congregation).

2. The facilities may be made available to such other person, organizations and institutions of a religious, educational, social and philanthropic nature as may request their use, but then only at the discretion and with the approval of the Executive Director or the Rabbis.
3. Any organization having regularly scheduled meetings may submit an 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.

PRIORITY FOR USE OF FACILITIES

4. The Temple's priority for scheduling events and parties is as follows:
 - A. Worship Services
 - B. Religious School and Preschool (during normal school hours)
 - C. Life-Cycle Events of Members (B'nai Mitzvah, Wedding)
 - D. Congregational Activities (Women of Isaiah, Anshei Isaiah, Havurah D'Vash, Rosh Hodesh)
 - E. Committees
 - F. Religious School and Preschool (outside normal school hours)
 - G. Functions of other person, organizations and institutions of a religious, educational, social and philanthropic nature

APPLICATION APPROVAL/CONDUCT & COMPLIANCE/ARREARS

5.
 - A. Facility Reservation Application and a schedule of charges for the use of the Temple facilities are available at the Temple office and can be obtained on request.
 - B. There shall be no use of the Temple Facilities unless written approval from the Executive Director or President 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 agreement of compliance, by individual group, or any agents thereof, with all the Rules.

APPLICATION APPROVAL/CONDUCT & COMPLIANCE/ARREARS Cont.

- D. **Members who are in arrears with their Temple Dues and/or other fees may not book events or parties, unless pre-arrangements have been made with the Finance Committee and Executive Director in cases of hardship. If the member becomes in arrears with their**

Temple membership commitment after a date has been scheduled, the event or party may be cancelled 30 days prior to the event.

6. The facilities of the Temple shall be used so as to conform to the dignity, propriety, spirit and atmosphere of a house of worship. A Temple representative may be present at any function, and retains the right to check on compliance with these Rules and take immediate action to correct any non-compliance. The Temple representative may require any person to leave the premises because of unseemly conduct or non-compliance with these Rules.

USE OF TEMPLE NAME

7. The use of the name of Temple Isaiah in any literature or publicity of any organization is not permitted without prior written approval from the Executive Director and Temple Isaiah Board of Directors, other than to identify the location of a function.

DEPOSITS & PAYMENTS

8. All deposits and payments must be made as set forth in the application. Until a deposit and fees are received, applications and/or requests are not binding and the Temple has the right to release the date for use to another family or organization. The deposit will be forfeited if an event is cancelled within 12 months of the scheduled date, if facility cannot be rebooked.

SECURITY DEPOSIT & LOSS, BREAKAGE OR DAMAGE CONDITIONS

9. Any individual or organization using the facilities of the Temple shall be responsible for loss, breakage, or damage resulting from that use. A damage deposit must be paid to the Temple upon booking the event.
10. 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 (including the labor of the Temple's employees) incurred by the Temple to remedy the user's default. In the event that loss, breakage or damage occurs, the individual or organization will be given notice that repairs or replacements will be made by the Temple. The damage deposit will be applied to such expenses. Upon completion of the repairs or replacements an immediate reimbursement to the Temple of funds in excess of the damage deposit to complete such repairs, shall be made by the individual or organization concerned. In the event that the deposit of \$500 is not sufficient to cover the cost of such loss, breakage or damage, the applicant will reimburse the Temple the difference within fifteen days after being billed for such loss.

TIME & AREA CONSTRAINTS

11. The use of the Temple is to be confined to the hours stated in said application. No facility of the Temple, other than that specified in the applications, is to be used.

EQUIPMENT USAGE

12. The items automatically included for use with rental of the facilities are the Temple's tables and chairs and the Temple's flatware, dishes, glasses and the Temple Chuppah. Use of any Temple property off Temple premises is prohibited. (Please see page 8 for description of items available)
13. Equipment in excess of that maintained by the Temple must be supplied by the applicants at their own expense. 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. By its use thereof, the applicant agrees that, the Temple and its agents shall be free from any liability for loss or damage. **All approved**

equipment that is brought onto the premises for a meeting or an event must be removed by 2pm. the following day (unless prior written authorization for an extension of such time is provided by the Executive Director).

14. 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.
15.
 - A. 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 (except masking tape designated for use on painted surfaces). In decorating any area of the building, the fire extinguishers and exits must not be hidden or blocked off. All materials used must be fire proof. No use of open flames are allowed. All candles must not be taller than their candles holders. Decorations must be removed after use. They will not be saved.
 - B. If special wiring and equipment is to be used, arrangements must be made in advance with Executive Director and Facilities Coordinator.
16. Any material or equipment delivered to the Temple shall be charged to the contracting member or organization and the invoices so marked. No delivery will be accepted otherwise.

CATERERS, VENDORS & PERFORMANCES

17.
 - A. At functions at which food and beverages are being served, only the services of a caterer or food vendor from the approved list of the Temple may be employed. The notification of selected caterer must be submitted ninety days prior to the event.
18.
 - A. Cooking, cutting or plating of food is only allowed by approved caterers and those caterers who have purchased the necessary REQUIRED insurance (see 24 (A)).
 - B. The caterer and the sponsor are responsible for kitchen clean up. Kitchen cleanup includes scouring and cleaning pots and pans, and leaving kitchen ready for next use.
 - C. The Temple will provide a dishwashing machine to wash the dishes, flatware, and glasses (dishes, flatware and glasses must be cleared, bussed, washed, dried and put away by the catering staff under supervision of the Temple custodian).
19. The Temple reserves the right to require that only services of Temple-approved vendors (florists, party coordinators, decorators, musicians and photographers) may be employed in conjunction with a function held in our facility. Names of individuals and/or organizations employed for any of the above must be submitted to the Executive Director at least 90 days prior to the event.
20. 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.
21. The Temple kitchen observes Biblical Kashrut. This means that no function at Temple, whether communal or private may serve shellfish or pork products (or bread products during Passover). Mixing of dairy (milk products) and meat (white or red) in the same course is prohibited. Fish (with scales) is considered pareve (this means fish can be eaten with meat or dairy). We must have a signed Catering Agreement on file.

ALCOHOLIC BEVERAGE REGULATIONS

22. A. All local and state laws and regulations concerning the use, sale, and serving of alcoholic beverages will be strictly enforced.
- B. Alcoholic beverages may be served at a Temple Isaiah function or by individual parties who have signed our Facilities Use Contract. When caterers or individuals serve alcohol, they must have liquor liability insurance.
- C. All alcoholic beverages shall be dispensed by servers and handed to adults with exception of Kiddush wine during the actual Kiddush.

SECURITY SERVICES

23. The Temple reserves the right to require that Security Personnel be employed at any function when deemed necessary by the Executive Director based on size or type of function. All Bar/Bat Mitzvah receptions require security personnel on campus during the entire reception.

TERMS and CONDITIONS OF USE

24. A. Host acknowledges and agrees that He/She has read the Facilities Use Guide provided by Temple Isaiah and agrees to be bound by its terms. The Facilities Use Guide is incorporated here by this reference. In the event of a conflict between this Agreement and the Facilities Use Guide, this Agreement shall govern.
- B. Host's Caterer must be insured with these coverages and limits for the Event:
 - a. **General Liability - \$1 million;**
 - b. **Umbrella Liability - \$1 million;**
 - c. **Workers' Compensation - The amount required of Caterer under California law; and**
 - d. **If liquor (including beer, wine and spirits) will be served, then Caterer's General Liability Insurance and Umbrella Liability Insurance must include Liquor Liability Insurance.**
- C. No Later than 60 days before the Event, Host's Caterer must provide Temple Isaiah with a certificate of insurance that evidences the insurance and limits provided in Section B above, and except for its Workers' Compensation Insurance, names Temple Isaiah as an additional insured. Temple Isaiah may cancel the event if the requirements of this Section C are not met.

PERSONAL LIABILITY

25. **The sponsors (hosts) must accept personal liability for any and all damage and injury incurred as a result of the use of the Temple facilities and the sponsors (hosts) shall indemnify the Temple for all claims made arising from the use of the Temple facility.**

SPECIAL EVENTS

26. A. **FOR WEDDINGS:**
The wedding party will have access to the Beit Knesset (Chapel) or Sanctuary and Bride's Room. When there is more than one ceremony on a given day there will be at least two hours between the starting times for the ceremonies.

Photographers and videographers, no more than three (3) people involved, no flashbulbs. If there is special lighting, it must be on throughout entire ceremony. Photo and video operators must be properly dressed, i.e., jacket, and tie. There must be a signed Photography/Videotaping Policy agreement on file prior to the ceremony.

For purposes of safety, **NO** birdseed, rice, table grapes, candy, flower petals or confetti may be thrown at the wedding couple at anytime.

SPECIAL EVENTS Cont.

B. FOR BAR/BAT MITZVAH:

Entertainment, in addition to music, should be appropriate for the Sabbath and the occasion. Any doubts as to propriety should be discussed with Executive Director. It is the responsibility of the Bar/Bat Mitzvah family to communicate the proper standards of decorum to their guests.

Any unique decorative theme should be carefully considered in the context of this significant religious event in the life of your child.

In the event that there will be a theme for the celebration or decorations which might be considered by the Congregation to be inappropriate, the proposed decoration should be submitted to the Executive Director and Facilities Coordinator for review.

Events shall end to conform to any Lafayette curfew regulations.

Photos/Video at The Service:

Photos and videos are permitted until one half hour prior to Service. Photographers are not permitted to remove Torahs from the Ark, nor are they permitted to move or remove the microphones on the Torah table. No photos during Service. Videos during service may be taken from a fixed position in back of Sanctuary with no special lighting. There must be a signed Photography/Videotaping Policy agreement on file prior to the Service.

DISALLOWED ITEMS

27. THE FOLLOWING ARE NOT ALLOWED AT ANY TIME

Live animals, birds, or fish (except for animals trained to provide service for individuals with disabilities)

Throwing of birdseed, rice, table grapes, candy, flower petals or confetti (as for weddings)

No open flames. Candles must be no higher than their candle holders.

Special effects without prior approval of the Executive Director

Any decorations or floral arrangements that are not freestanding; posters, decorations, or lights affixed to the walls, ceiling, fixtures, or Temple furniture

Adjusting of thermostats by anyone other than the custodial staff (Requests for changes in temperature must be referred to custodial staff)

Use of Temple kitchen or pantry property that has not been pre-arranged by contract

GENERAL TEMPLE RULES & REGULATIONS

28. The maintenance staff of the Temple has specific assigned duties and is not available for personal services.

29. The Temple provides a coat closet but does not provide a coat closet attendant. The Temple will not be responsible for the loss or theft of any personal property belonging to members or guests. Pending

weather conditions and season, the Temple reserves the right to require that coat closet attendant(s) is provided at the expense of the party or organization using Temple facilities.

30. Smoking is NOT permitted in the Temple buildings at any time.
31. Cars may be parked in the parking lot only. Appropriate directional signs, which have been installed for parking, entering and leaving, must be observed. The Temple reserves the right to have any car removed at the owner;s expense, which is parked in violation of this rule. Temple is not responsible for any vehicles parked on our premises.
32. Buses MUST pick-up and drop-off passengers at the Risa Road entrance ONLY. Buses must park on Risa Road ONLY.

ITEMS AVAILABLE FOR USE

Tables/Chairs:

30 - 5' round tables

18 - 8' rectangular banquet tables

300 - banquet chairs

for synagogue use only: 12 rd.; 8 oblong maroon cloths
2 rd; 6 teal cloths

Dishes: Service for 250

cups

saucers

salad plates

bread and butter/dessert plates

dinner plates

soup bowls

Other:

2 - 100-cup coffee urns

3 - 55 cup coffee urns

480 - stemmed wine glasses

250 - water glasses

Flatware for 400 (forks, salad forks, knives,
teaspoons

2 - commercial ovens + 6 gas burners

2 - convection ovens

1 - 3-door commercial refrigerator

1 - commercial freezer

AGREEMENT FOR USE OF FACILITIES

This Agreement For Use of Facilities (this AAgreement@) is entered into by and between Temple Isaiah and the individual or organization described below, (hereafter referred to as AHost@), and is effective as of the date that the Agreement is co-signed by Host and Temple Isaiah. If a group is the Host, then the person signing this Agreement on behalf of such Group represents and warrants that He/She has the authority to bind such group to the terms and conditions herein.

Date of Application: _____ Date of Event: _____

Name of Host: _____ (circle one:) Member / Non-member / Organization

Address: _____ Telephone- Home: _____
 Work: _____
 e-mail: _____ Cell phone: _____

Facilities Requested: _____ Start Time: _____ End Time: _____

Type of Event: _____ Expected Number of People: _____

Security Required: Yes ___ or No ___ (All Bar/Bat Mitzvah receptions require security)

Event will be Catered: Yes ___ No ___ - Name of Caterer _____ or please provide the Caterer's name to Temple Isaiah at least ninety (90) days prior to event.

Note: There is an additional fee of \$1,000 for use of a caterer other than a Temple Isaiah Preferred Caterer.

Rental Fees, Deposits and Payment Terms.

1. All Temple Dues and Fees must be current to reserve the facilities for an event.
2. Payment shall be made to Temple Isaiah by check or credit card, and shall be paid upon booking the event.
3. All reservations are considered tentative until a Room Use Fee, Damage Deposit and a signed copy of this agreement have been received and accepted by Temple Isaiah. ALL DATES BEING HELD WITHOUT ROOM USE FEE AND DAMAGE DEPOSIT ARE SUBJECT TO CANCELLATION OR POLICY CHANGES.
4. Refund Policy: The Room Use Fee and Damage Deposit are due at the time of booking, and are 100% refundable in the event of cancellation up to twelve (12) months prior to the event if Temple Isaiah is able to rebook the date. The damage deposit shall be lost to the extent of damage, injury and/or cleaning costs resulting to Temple Isaiah; if no such loss or damage occurs, the deposit shall be refunded after inspection following the event.

Fees (Check or credit card)	Description of Event	Amount
Room use fee (due with return of this agreement)		
Damage Deposit (due with return of this agreement)		
Other		
TOTAL (enclosed)		

Terms and Conditions of Use:

1. Host acknowledges and agrees that He/She has read the Facilities Use Guide provided by Temple Isaiah and agrees to be bound by its terms. The Facilities Use Guide is incorporated here by this reference. In the event of a conflict between this Agreement and the Facilities Use Guide, this Agreement shall govern.
2. Host's Caterer must be insured with these coverages and limits for the Event:
 - a. General Liability - \$1 million;
 - b. Umbrella Liability - \$1 million;
 - c. Workers= Compensation - The amount required of Caterer under California law; and

d. If liquor (including beer, wine and spirits) will be served, then Caterer=s General Liability Insurance and Umbrella Liability Insurance must include Liquor Liability Insurance.

Over

3. No Later than 60 days before the Event, Host’s Caterer must provide Temple Isaiah with a certificate of insurance that evidences the insurance and limits provided in Section 2 above, and except for its Workers= Compensation Insurance, names Temple Isaiah as an additional insured. Temple Isaiah may cancel the event if the requirements of this Section 3 are not met.
4. THE FACILITIES AND SERVICES PROVIDED BY TEMPLE ISIAIAH ARE PROVIDED AS IS, AND TEMPLE ISIAIAH DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE.
5. HOST IS RESPONSIBLE FOR RETAINING, PAYING AND ENTERING INTO A WRITTEN AGREEMENT WITH EACH OF ITS VENDORS; TEMPLE ISIAIAH SHALL NOT BE LIABLE TO HOST FOR THE PERFORMANCE OR NON-PERFORMANCE OF ANY OBLIGATION OF ANY VENDOR (INCLUDING, WITHOUT LIMITATION, ANY PREFERRED CATERER) UNDER HOST’S AGREEMENT WITH SUCH VENDOR.
6. Host shall indemnify and hold harmless Temple Isaiah (including its employees, board members, officers, committee members, members at large and agents) from and against all liabilities, claims, suits, causes of action, losses, damages, injuries, expenses, costs and fees (including attorneys fees) that (i) arise out of or caused by any act or omission of Host, Host=s guests, vendors, invitees, licensees or agents, or (ii) arise from Host=s breach of any of its obligations under an agreement by and between Host and any of Host=s vendors or agents.
7. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, OR DAMAGES FOR LOSS OF PROFITS, REVENUE, OR USE, INCURRED BY EITHER PARTY OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT OR TORT, EVEN IF SUCH PARTY OR ANY OTHER PERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
8. No open bottles of alcoholic beverages are permitted to leave the Temple Isaiah buildings or grounds.
9. The parties shall not be liable to each other, and Temple Isaiah shall not be liable to any other party, in the event that any mechanical or electrical failure, natural disaster, riot, act of terrorism, act of God, or any other development beyond the control of Temple Isaiah prevents, disrupts, limits or frustrates Host’s use of Temple Isaiah’s kitchen, social hall and/or other facilities as provided herein.

SO AGREED:

HOST:

TEMPLE ISIAIAH:

(signature)

(signature)

(print name)

(print name)

(title (if Host is an Organization))

(title)

(date)

(date)



Facility Use Fees Schedule

We are delighted to offer Members of the Congregation and Service organizations in the Jewish and general community the use of our facilities where accommodations are possible. It is necessary, however, for the Temple to charge facility use fees that will cover the costs of custodial services for preparation of functions, setting up rooms, for keeping the building open, and for clean-up and tear-down after the activities and other expenses associated with maintenance and overhead expenses.

If these fees are a hardship for any member or organization, please contact the Rabbis or the Executive Director to discuss the hardship.

Room	Member Fee	Non-member Fee
Room Fee and Damage Deposit are due upon booking		
Social Hall luncheon reception (4 hours, any time over 4 hours is charged at \$100/hour)		
76-200 guests	\$1125	\$1350
75 or less guests	\$650	\$750
Social Hall dinner reception up to 250 guests seated (4 hours)	\$1425	\$1675
Damage Deposit for all	\$500	\$500
Extended Kiddush (Oneg Area) with Dinner Reception	\$1600	
Extended Kiddush (Oneg/Social Hall) with Dinner Reception	\$1800	
Damage Deposit	\$500	
Extended Kiddush (light paper kiddush 2 hours) Oneg Area (150 or less guests)		Oneg & Social Hall (150-300 guests)
(Temple Isaiah does not supply any paper/plastic goods)	\$250	\$500
Damage Deposit	\$300	\$300
Adult Lounge or Bet Knesset Rental – 2 hours (paper goods only)		
	\$250	\$350
Damage Deposit	\$150	\$150
Any time over 2 hours will be charged at \$100/hour		
Non-member Wedding in Sanctuary		\$1000
Non-profit Organizations		
Oneg Room only	\$250	
Social Hall	\$500	
Damage Deposit	\$300	\$300

REFUNDS: The Room Use Fee and Damage Deposit are 100% refundable in the event of cancellation up to twelve (12) months prior to the event if Temple Isaiah is able to rebook the date.

An additional fee of \$1,000 is charged to use a caterer not on Temple Isaiah’s Preferred Caterer List. Any caterer not on our preferred list must supply Temple Isaiah with all valid insurance requirements.



▶ Temple Isaiah Credit Card Agreement ◀

We are now pleased to be able to offer the convenience of paying by credit card. If you would like to use your MasterCard or Visa to charge your facility use, you may do so by filling out this form. Earn bonus miles or other rewards from your credit card and lose the hassle of finding a stamp or going to the post office!

(Please Print!)

I hereby authorize Temple Isaiah to charge my credit card account

one time only for facility use rental.

Please charge my: Visa MasterCard

Name as it reads on card: _____

Billing Address and Zip Code: _____

Credit Card Account Number: _____

Card Code Verification Number (last 3 digits from back of card): _____

Expiration date: _____

Daytime Phone number _____

I/we have read and agree to all of the conditions listed above.

Account holder's signature: _____

Date: _____

CATERING POLICY

Temple Isaiah's kitchen observes Biblical Kashrut. This means that no function at Temple Isaiah, whether communal or private, may serve:

1. Shellfish
2. Pork products
3. Mix dairy and meat products in the same dish or in the same course

Dairy food (milk, cream, butter or cheese products) may not be served in the same course with meat. All poultry is considered meat. Fish (with scales) is not meat and may be served with dairy products.

Appetizers may include dairy OR meat, entrees may include dairy OR meat and desserts may include dairy, no matter what the main course is, if all of the main course has already been cleared away.

If serving two menus (one to children and one to adults), the two menus must both be either dairy OR meat. You may not have cheese pizza for children at the same time you are serving meat to adults. Please consult the Facilities Coordinator or Temple Administrator with any questions.

I have read Temple Isaiah's above Kashrut policy and agree to abide by said policy.

Signature of Host

Please print Caterer name, and phone number

Date of Service

Temple Isaiah
3800 Mt. Diablo Blvd.
Lafayette, CA 94549
Phone 925-283-8575 - Fax 925-283-8355

AUDIO/VISUAL POLICY

It is the desire of Temple Isaiah to preserve the sanctity of our worship services. To assure this, the Religious Practices Committee has adopted the following policy regarding photography and videotaping.

Bar/Bat Mitzvah: Photos and videos are permitted until 1/2 hour prior to the beginning of the Service. No flash photography during the service. Photographers are not permitted to remove Torahs from the Ark, nor are they permitted to move or remove the microphones on the Torah table. No photos during the Service. Videos during service may be taken from a fixed position in back of Sanctuary with no special lighting.

Weddings: Photos and videos no more than three (3) vendor staff involved, **no flashbulbs.** Photo and video operators must be appropriately. Photographers are not permitted to remove Torahs from the Ark, nor are they permitted to move or remove the microphones on the Torah table. No flash photography during the Service. Videos during service may be taken from a fixed position in back of Sanctuary with no special lighting.

Videographers Please Note: Do not place your microphone on or near pulpit table. Audio may be recorded by using the existing speakers in the Sanctuary. For special equipment, please make an appointment to visit the Sanctuary in advance.

Video Projector Rental: Temple Isaiah has a video projector on premises for member rental. The price of this rental is \$75. The projector **MUST** remain on the Temple Isaiah premises. If you wish to rent this projector, please contact the Facilities Coordinator to ask about availability and a rental agreement form.

The committee has determined that the best way to avoid misunderstanding on this policy is to require the family and its photographer/video operator to sign this agreement and return it to the Temple office at least ten days prior to the service. We appreciate your cooperation.

I have read Temple Isaiah's policies regarding photography and agree with these policies .

SIGNATURE OF FAMILY MEMBER

SIGNATURE OF PHOTOGRAPHER/VIDEO OPERATOR

DATE OF SERVICE