

Beth Abraham Synagogue

305 Sugar Camp Circle

Dayton, Ohio 45409

937-293-9520

www.bethabrahamdayton.org

RENTAL RULES AND REGULATIONS

1. A reservation is required for all uses of the Beth Abraham Synagogue facilities. A reservation is made by submitting a copy of the application agreement for the facility no later than 30 days prior to the event.
2. A security deposit of \$250 for members or \$500 for non-members must be paid at the time of the reservation by the person renting the facility. Beth Abraham Synagogue reserves the right to deduct from the security deposit costs for any damages to its property or facilities. The security deposit, less deductions (if any) will be returned with 14 days after the event.
3. All rental fees must be paid in full at least 14 days prior to the function.
4. A Beth Abraham employee or representative must be present at all times when the building is rented.
5. There will be no charge for members in good standing to rent the sanctuary for a lifecycle event when it occurs during a regularly scheduled service. Examples would include a Bat Mitzvah, Bar Mitzvah, or baby naming. When the entire congregation is invited to the oneg Shabbat or luncheon following the lifecycle event, there will be no charge for the use of the Social Hall or other facilities. This would still require an application to be filled out to reserve the facility 30 days before the event, and a security deposit.
6. Facility fees include the costs for normal room setup, tear down, and cleaning. As with all kitchen preparations, a mashgiach must be present and cleanup must be done in a timely manner. "Normal room setup" includes the setup of tables, chairs, and equipment provided by the synagogue. The synagogue reserves the right to add an additional charge if the set up is extraordinarily complex, or involves outside equipment (such as stages or rented lights).
7. All food brought into the building for community use shall be checked by the mashgiach. The use of the synagogue's mashgiach service must be coordinated through the synagogue office. This applies to both synagogue and non-synagogue members.
8. Rental and custodial fees for Jewish community organizations will be assessed at member rates.
9. Rental of the sanctuary includes the coatroom, ladies and men's rooms. If the sanctuary is rented for a wedding ceremony; the bride may use the bride's room and the adjoining bathroom

without an additional fee. The rental does not include any equipment unless specified in the agreement.

10. Rental of the kitchen includes the use of permanent building fixtures and equipment, but excludes paper products, foodstuffs or other consumables.

11. Rental of the Social Hall applies only to that room. Other rooms may be used only if previously approved.

12. The Synagogue tables and chairs maybe used by pre-arrangement. The synagogue has 32 round tables (seating eight people), 6 8' rectangular tables, and 300 chairs. The synagogue has a limited supply of audio-visual equipment. Please check the office to see what is available.

13. All clean-up and removal of equipment that have been contracted by the applicant with private companies, such as musicians, photographers, florists, caterers, and disc-jockeys, should be completed within two hours after the event has ended and *must* be removed from the building by 1:00 AM unless other arrangements have been made. Nothing may be brought in or taken out of the synagogue on Shabbat or Yom Tov.

14. No decorations may be attached to the walls or floors in any of the buildings with mechanical or adhesive fastenings. Prohibited fastenings include, but are not limited to, tape, nail, tacks and staples.

15. Glitter, rice, sparklers and other flammable materials, smoke machines and dry ice may *not* be used in any part of the buildings. Helium balloons are *not* permitted in any part of the sanctuary. They may be used in the social hall, lobby, foyer or administration wing if properly anchored.

16. Acceptance of deliveries prior to an event, such as rental equipment and flowers, must be arranged with the Synagogue Administrator or authorized synagogue member.

17. All deliveries must be completed by 3:00 pm Friday or before 3:00pm the day before a Yom Tov.

18. Tents must include a ground cover to protect the synagogue's property.

19. The renters agree to follow all government rules, regulations and ordinances.

20. Firearms will *not* be permitted on the synagogue's premises except those belonging to law enforcement officials.

Limitations of Use

1. Standards of kashrut set by the Rabbi as outline in the Beth Abraham Kashrut Manual *must* be followed at all times. A mashgiach approved by Beth Abraham Synagogue must be used. Contact the synagogue office for assistance in finding a mashgiach.

2. Any caterer hired for an event at Beth Abraham Synagogue must have a signed caterer's contract on file with the synagogue.

3. Shabbat restrictions shall apply where applicable. Photography, audio or video recording, kindling of flames, recorded or live music, writing, smoking and the use of phones, including cell phones, are *not* permitted in the synagogue or on Beth Abraham's grounds during Shabbat or a yom tov.

4. The Sanctuary will be available for rental for events which are consistent with the United Synagogue of Conservative Judaism's policies. Beth Abraham Synagogue reserves the right to refuse to rent to any organization or group.

Summary of Estimates Costs

	Daytime		Weekends & Evenings	
	Member*	Non-member	Member*	Non-member
Sanctuary	\$200	\$300	\$400	\$750
Social Hall and Lobby	\$250	\$350	\$500	\$800
Kitchen	\$100	\$150	\$200	\$300
Chapel	\$150	\$250	\$300	\$500
Lobby	\$100	\$150	\$200	\$300
Classroom	\$100	\$150	\$200	\$300
Multi-purpose room	\$150	\$200	\$300	\$400
Library	\$75	\$125	\$150	\$250
Conference Room	\$100	\$150	\$200	\$300

Beverage and Personnel Costs				
Coffee/Tea (55 Cups each pot)	\$30.00	\$30.00	\$30.00	\$30.00
Punch (per bowl)	\$30.00	\$30.00	\$30.00	\$30.00
Custodial Hours	\$30.00	\$30.00	\$30.00	\$30.00

KITCHEN CHARGES: Use of the kitchen is included in the cost of the room when food service is part of an event at the synagogue. The listed charges are used when the kitchen is utilized to prepare food for an off-site event. The charges do not including the cost of the Mashgiach. The synagogue cannot hire a Mashgiach for an event, but the synagogue office can provide a list of Mashgiachs in the local area.

CUSTODIAL HOURS are only charged when an event requires extraordinary setup/cleanup, or when an event requires the custodial staff to stay beyond their usual work hours.

COSTS INCLUDE the use of synagogue equipment such as chairs, tables, TV/VCR, Sound equipment, and food service items as appropriate for the event. The synagogue will not accept any charges for items that need to be rented for the event.

SECURITY COSTS: Any additional security costs will be negotiated between the synagogue and the event sponsor.