Building Use Form

TEMPLE BNAI ISRAEL ❖ 345 JACKSON ST ❖ WILLIMANTIC CT 06226
(860) 423-3743 ❖ office@templebnaiisrael.org

User: (individual or group requesting use)

Contact Person/Responsible Individual _____ Organization (if applicable) _____

Address: _____

Primary Phone _____ Secondary contact phone _____

Email Address: _____

[INSTRUCTIONS: Please have the person who will be responsible for the event fill out this form.]

Event: (what do you wish to use the synagogue facility for)

Event Name: _____ Date of Event _____

Purpose of Event: _____

Set-up Time: _____ Activity Time: _____ Leaving Time: _____ Total Hours: _____

Approximate number of people expected _____

Included Resources: (these items are included with your rental)

The synagogue will ensure that the premises are cleaned and ready for use prior to your event and will set up the room per your specifications.

Tables needed – round (seat 8)_____ rectangular (seat 12) _____ # Chairs _____

Set-up _____

Facility Fees: (includes custodial fee)

NON-MEMBERS $450 with food MEMBERS $100 with food

$400 without food $50 without food

Refundable Security Deposit $50 (returned after the event upon verification that the premises have been left in good condition.)

All fees are due at the time of reserving the space. Please make checks out to Temple Bnai Israel.

Agreement:

Except to the extent resulting from the gross negligence or intentional wrongful act or omission of Temple Bnai Israel, its agents, employees, officials or tenants, the undersigned shall indemnify and hold harmless Temple Bnai Israel and its agents, employees, officials and tenants from any and all claims, demands, obligations, suits, actions, proceedings, judgments, fines, losses, liabilities, damages, penalties, costs, charges and expenses (including, without limitation, reasonable attorneys fees and expenses) which may be asserted against, imposed upon or incurred by Temple Bnai Israel and its agents, employees, officials or tenants by reason of (A) any accident, damage or injury to person or property caused by or resulting from the use or occupancy of Temple Bnai Israel's property, or otherwise from the acts, omissions or negligence of the undersigned or his or her agents, contractors or invitees, at any and all times in connection with the Event described above, or (B) any act, omission or negligence of the undersigned or his or her agents, contractors or invitees in connection with the Event described above. The indemnification obligations contained herein shall survive any termination of this Agreement.

I have read the attached policies, rules, and guidelines for the use of the Greer Auditorium at Temple Bnai Israel and agree to abide by them.

SIGNATURE: _____

NAME (PLEASE PRINT): _____ DATE: _____

TEMPLE BNAI ISRAEL
BUILDING USE RULES AND GUIDELINES

1. Event must be scheduled with the Synagogue office administrator at least 3 weeks in advance except for funerals & emergencies.
2. The synagogue is not available for rental to non-members on Shabbat – Friday sundown through Saturday sundown.
3. All events must adhere to synagogue Shabbat and Kashrut policies.
4. Cancellation must be received TWO (2) full business days (Monday-Friday) prior to the date of the scheduled event; otherwise, your deposit will be forfeited.
5. The applicant is wholly responsible and liable for any damage to the building or grounds occupied by their group or organization.
6. The applicant is responsible for the safety of occupants while the building or grounds are being used by their group or organization.
7. The "responsible" individual (who signs the use agreement) for the event must be present during the entire event.
8. The building must be left clean and orderly and in its original condition. The applicant agrees to pay the cost of additional custodial services if it is deemed necessary by Synagogue administration.
9. If a Synagogue-sponsored event conflicts with an approved date, building and grounds use may be cancelled without advance notice.
10. The applicant is responsible for any advance preparation required other than set-up of tables and chairs. The building and grounds must be returned to its original condition.
11. Alcohol is not permitted for non-member events unless specific approval is obtained.
12. NO SMOKING in any area of the building (auditorium, foyer, bathrooms, hallways, kitchen, etc.)
13. Pets are not allowed in the Synagogue facility except for guide/therapy dogs.
14. Ceiling and wall decorations must be approved prior to your event set-up and attached with approved means and only on approved surfaces.
15. A certificate of insurance (naming Temple Bnai Israel as additional insured) may be required and is the responsibility of the applicant.
16. Do not adjust thermostat; it is preprogrammed for your event.

Rules for Kitchen Use:

1. All events must adhere to synagogue Shabbat and Kashrut policies.
2. Do not use any of the Synagogue's supplies of food, beverages, or paper and disposable products.
3. Consistent with the synagogue's commitment to sound environmental policy, post-consumer paper goods and recyclable plastic must be used. Recycling of plastics, paper, and metal is required – recycling bins will be provided by the synagogue.
4. Food may be stored in the refrigerator one day before the event. And food remaining after the event must be removed within one day following the event. (If any is inadvertently left, it will be discarded.)

Clean Up: You are responsible for the following housekeeping

- Trash placed in receptacles provided
- Recyclables placed in receptacles provided
- Lights turned off
- Doors locked

Failure to abide by the rules and policies of the building and grounds use may result in denial of permission to utilize the facility for the scheduled event as well as future use and enjoyment.