



CONGREGATION SHA'ARE SHALOM

19357 Evergreen Mills Road, Leesburg, Virginia 20175-8730
703.737.6500

www.sha-areshalom.org

RENTAL RULES AND REGULATIONS

Reservations

1. A security deposit of \$250 for members and \$500. for non-members must be paid at the time of the reservation by the person renting the facility. The security deposit will be refunded within two weeks following the function if there is no loss or damage to any property of Congregation Sha'are Shalom as a result of this function.
2. All rental fees must be paid in full at least 14 days prior to the function.
3. A copy of the Application Agreement for the facility use must be signed by all applicants and submitted no later than 30 days prior to the event.
4. A Congregation Sha'are Shalom employee or representative must be present at all times when the building is rented.
5. For members in good standing, there will be no charge to rent the sanctuary for a life-cycle event, such as a bar or bat mitzvah and a baby naming, when it occurs during a regularly scheduled service. **An application must be filled out to reserve the facility 30 days before the event.**
6. If the entire congregation is invited to the Shabbat oneg or luncheon after a regularly scheduled service by members in good standing, only a security deposit of \$250 will be required. Within two weeks of the function, \$150 will be refunded providing no damages occur. The room must be reserved as indicated above.
7. A bar or bat mitzvah member family in good standing, have the right of first refusal prior to one year before their bar or bat mitzvah date; no other Application Agreement will be accepted more than a year in advance and until the family with the conflicting date has been contacted. If the family declines to commit to the use of Congregation Sha'are Shalom facilities, then the facilities may be rented to someone else.
8. In the case of simultaneous requests for use of the facilities by a member in good standing and a non-member, the member in good standing shall have priority. In the event of a conflict between members in good standing, the synagogue administrator will try to arrange an amicable agreement between the parties.
9. The sanctuary may be rented to non-members for B'nai Mitzvah celebrations for times during which regularly scheduled services are **not** held (e.g., Monday, Thursday, or Rosh Chodesh).

10. When not in conflict with synagogue events, the sanctuary can be rented at an hourly rate (minimum 2 hours) for non-life-cycle events. Groups with their own general liability coverage must provide proof of their coverage and name Congregation Sha'are Shalom as an additional insured with regard to t coverage of that event.
11. Those synagogue groups, which plan to use the facilities, shall anticipate a charge of \$18. an hour for a minimum of two hours for set up and cleaning. As with all kitchen preparations, a mashgiach must be present and cleanup must be done in a timely manner.
12. All food brought into the building for community use shall be checked by mashgiach. The use of the synagogue's mashgiach service must be coordinated through synagogue office. This applies to both synagogue and non-synagogue members.
13. Jewish community organizations must make arrangements with the Synagogue Administrator or authorized synagogue member. Rental and custodial fees will be assessed at member rates, or by other arrangement agreement.
14. Rental of the sanctuary includes the coatroom and ladies and men's rooms. If the sanctuary is rented for a wedding ceremony, the bride may use the synagogue's library and the adjoining bathroom to dress in. The rental does not include any equipment unless specified in the agreement.
15. Rental of the kitchen includes the use of permanent building fixtures and equipment, but excludes paper products, foodstuffs or other consumables.
16. Rental of the Social Hall applies only to that room. Other rooms may be used only if previously approved.
17. The Synagogue tables and chairs maybe used by pre-arrangement. (The synagogue has 20 round tables, seating eight people, and 150 chairs.)
18. 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 arranged in advance with the Synagogue Administrator or authorized member of the synagogue.
19. 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.
20. 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.
21. Acceptance of deliveries prior to an event, such as rental equipment and flowers, must be arranged with the Synagogue Administrator or authorized synagogue member.
22. All deliveries, including food that the family is providing, must be completed at least 30 minutes before Shabbat or a yom tov.
23. Tents must include a ground cover to protect the synagogue's property.

24. All government rules, regulations and ordinances must be complied with and special attention be given to those regarding alcohol. Responsibility for obtaining and posting a liquor license is that of the applicant.
25. 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 or by the Ritual Committee *must* be followed at all times. The main kitchen is a dairy kitchen. If meat is served, the kitchen will have to be koshered for meat use and returned to its original state, once the event is over. This is to be done at applicant's expense either by arrangement with approved caterer or with the synagogue. A mashgiach approved by Congregation Sha'are Shalom must be used; for a fee, arrangements can be made through synagogue for this service.
2. 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 CSS's grounds during Shabbat or a yom tov.
3. The Sanctuary will be available for rental for events which are consistent with the United Synagogue of Conservative Judaism's policies. Congregation Sha'are Shalom reserves the right to refuse to rent to any organization or group.

	Member*	Non-member	Time	CSS Monitor	Security Fee
Sanctuary (life cycle events excluding B'nai Mitzvah)	\$300**	\$500	4 hours	Yes	\$250 (Member) \$500 (Non-member)
Sanctuary for a B'nai Mitzvah	\$300**	\$3,000	4 hours	Yes	\$250 (Member) \$500 (Non-member)
Sanctuary (concerts and other non-life-cycle events)	\$150/hour	\$150/hour	2 hour minimum	Yes	\$250
Social Hall and Lobby***	\$500 (Additional events for the same <i>simcha</i> on consecutive days are \$100 each)	\$1,000 (Additional events for the same <i>simcha</i> on consecutive days are \$200 each)	6 hours	Yes	\$250 (Member) \$500 (Non-member)
Kitchen	\$18/hour For personal use	\$36/hour	2 hour minimum	Mashgiach \$25/hour	\$250 (Member) \$500 (Non-member)
Administrative Area and Lobby*** (seating 80)	\$200	\$325	4 hours	Yes	\$250 (Member) \$500 (Non-member)

*Refers to members in good standing

** There will be no charge for life-cycle events, if a part of regularly scheduled services. Clean up must be arranged in advance by the family or a charge will be imposed

*** Includes use of the oneg kitchen. Congregation will supply coffee urns only. All items, including food, brought in must be removed. Products brought in must comply with the synagogue's kashrut policy.

*** Exceptions for member sponsored events, see #6 of policy



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FACILITIES RESERVATION REQUEST FORM

Today's Date _____

This contract is made between Congregation Sha'are Shalom (CSS) and:

Name _____ Phone number _____
Applicant

Address _____
(street) (city and state) (zip code)

This contract contemplates use of these CSS facilities:

- Sanctuary Kitchen Administrative Area and Lobby Library and Board Room
 Classroom Social Hall Social Hall and Lobby
 Social Hall and Lobby for the same *simcha* on consecutive days

On _____ day or days of _____ 20____,
from the hours of _____ to _____ for (number) _____ people, and for the purpose of
_____ and for no other purpose.

THE PARTIES AGREE AS FOLLOWS:

1. In consideration for the use of the facilities, the applicant, if a member in good standing, shall pay a CSS \$250; non-member applicant shall pay CSS the sum of \$500 as a security deposit. In addition, half of the total cost will be paid upon entering this contract; the balance must be paid in 14 days prior to the event. At the same time, the applicant shall provide a certificate of insurance coverage for any third-party vendor or vendors that it employs in connection with the event. Any damage to the equipment or facilities of CSS caused by the applicant, their guests or third-party vendor or vendors shall be deducted from the security deposit or claimed under the insurance policy. If the security deposit or insurance policy is insufficient to cover any such damage, the applicant shall assume responsibility for the payment of such additional sums as may be necessary to CSS.

- 2. The Applicant agrees to conduct the event in a manner that will not violate any applicable law, ordinance or regulation. Applicant will hold CSS and its officers, directors, trustees and employees harmless against all claims, suits, damages or fines that may result from any such violations. The applicant further agrees that, in accordance with applicable fire regulations, no more than 160 persons seated or 200 persons standing shall use the social hall and no more than 280 persons shall use the sanctuary at any one time.
- 3. The applicant will not do anything or permit others to do anything on the premises or bring anything onto the premises, which might unreasonably increase the risk of damages or injury to persons or property on the premises. This includes firearms.
- 4. The applicant assumes full liability and responsibility for any loss of life, personal injury or loss or damage to property incident to the applicant’s use of the premises or which may in any manner or to any extent be attributable to loss of life, personal injury or loss or damage to property and will relieve and hold harmless CSS, its officers, directors, trustees and employees of and from any and all liability or responsibility for all such loss of life, personal injury or property loss or damage, except to the extent that the loss of life, personal injury or property loss or damage result from the negligence of CSS.
- 5. The applicant agrees to remove all of his or her property and decorations and to return the facilities to CSS at the end of the event in broom-clean condition free of all refuse and trash and in substantially the same condition as the facilities was delivered to the applicant. Refuse or trash not completely removed from the property shall be bagged or otherwise contained. Unless prior arrangements are made, CSS shall remove at the applicant’s expense any property, decorations and trash not removed by the applicant at the end of the event. A charge for removal of trash will be assessed if excessive trash has been generated.
- 6. Does this event require security? Yes No
(If security is required, it must be arranged and paid for by the renting party.)
- 7. Delivery of furniture will be on this date: _____.
Arrangements for pick up of rental furniture will be on this date: _____.
All other rental pick up should be arranged with the Synagogue Administrator.
- 8. Arrangements should be made with the Synagogue Administrator for caterer and florist arrivals.
- 9. The applicant shall abide by and comply with the *Rules and Regulations* that are attached to this Contract and made a part of it.

This Contract is hereby accepted and agreed to (date) _____.

APPLICANT

FOR CONGREGATION SHA'ARE SHALOM



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CATERER'S AGREEMENT

All caterers must have a current insurance certificate on file at CSS prior to the event and must add Congregation Sha'are Shalom to their insurance policies for the day of the event.

CSS kitchens must be used in accordance with CSS's kashrut regulations.

1. Caterers may use all permanent building fixtures in the kitchen, such as sinks, oven, warming oven, range, and work surfaces.
2. Caterers must leave the premises in a neat and clean condition including cleaning the floors and all food preparation surfaces. Any rooms or areas used by the caterer must be cleared of all glassware, plates, silverware, pots and pans, utensils and debris. Trash and garbage must be bagged and removed from the premises. CSS's employees are unavailable to assist in these tasks.
3. Caterers are held responsible for any damage to or loss of CSS property that has occurred through their use.
4. Because CSS has no facilities for the storage of food, drink, and decorations, those items should not be brought into the facility until the beginning of set-up time. Please check CSS's *Rules and Regulations* and address any concerns or issues to the Synagogue Administrator. Alcoholic beverages may be served in moderation as part of a meal or reception.

For more information, please call CSS at 703.737.6500.

Please sign below and return at least 30 days in advance to **Congregation Sha'are Shalom, P O Box 4518, Leesburg, VA 20177**

I have read these guidelines and agree to abide by them.

Name (print) _____

Signature _____

Date _____

Business name (print) _____

Address _____
(street) (city and state) (zip code)

Telephone number _____ Cell phone _____

E-mail address _____

Name of party sponsoring the event _____

Date of event _____



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FLORIST'S AGREEMENT

All florists must have a current insurance certificate on file at Congregation Sha'are Shalom prior to the event and must add Congregation Sha'are Shalom to their policies for the day of the event.

1. Bimah (altar) flowers and other decorations must be approved in advance.
(Please be sensitive to the allergies of others; do *not* use lilies or strongly scented flowers.)
Candles may *not* be lit on Shabbat (Sabbath) or a yom tov (holiday). On occasions other than Shabbat or a yom tov, if candles are lit, full protection must be provided for splattering and dripping. All fire and safety code laws must be adhered to. The florist will be responsible for any damage to persons or property occurring as a result of the candles.
2. The use of glitter, rice and confetti is *forbidden* within the building or on the grounds.
3. All authorized decorations must be removed without damage to the surfaces and furnishings before the premises are vacated. Please see *Rules and Regulations*. Substantial additional charges will be levied for any clean-up or restorative work necessitated by the event.

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ENTERTAINER'S AGREEMENT

All entertainers must have a current insurance certificate on file at CSS prior to the event and must add Congregation Sha'are Shalom to their policies for the day of the event.

1. All arrangements for music in connection with a wedding ceremony must be made directly with the Rabbi or an authorized CSS representative.
2. Any mechanical equipment, dance floors or other freestanding accessories brought into the facility in connection with the event, including video games or entertainment devices, must be approved in advance.
3. CSS will not assume responsibility for any such item. All such items must be delivered, set up and removed at approved times. (See *Rules and Regulations* for details.)
4. All authorized decorations must be removed without damage to surfaces and furnishings before the premises are vacated. Substantial additional charges will be levied for any clean-up or restorative work necessitated by the event.

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PHOTOGRAPHER'S AGREEMENT

All photographers must have a current insurance certificate on file at CSS prior to the event and must add Congregation Sha'are Shalom to their insurance policies for the day of the event.

1. Bar or Bat Mitzvah: The use of audio-video recording apparatus, including audio recorders, motion picture cameras and video cameras, is *forbidden* in the sanctuary on Shabbat. Arrangements may be made for a different date for pulpit photos.
2. Weddings: *No* flash photography is allowed during the ceremony.

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