

# Temple Beth David

9677 Longden Avenue • Temple City, California 91780 • (626) 287-9994 • FAX (626) 287-2846

## Facilities Request Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Requested Date of Event \_\_\_\_\_ Event Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of People Attending (140 MAX) \_\_\_\_\_

Time Temple building needs to be opened for Setup \_\_\_\_\_

Are you a Temple Member:  Yes  No

### Facilities Needed

Sanctuary  Social Hall  Kitchen with Social Hall  Courtyard

Is access to the kitchen needed before the date/time of your function:  Yes  No

If the kitchen is needed, for what purpose:

Reheating Food  Cooking Food  Name of Caterer \_\_\_\_\_

Any Special Kitchen Requests: **(Subject to Approval)**

\_\_\_\_\_

\_\_\_\_\_

Please check, which parts of the Temple you plan to decorate and provide details on decorations.

Sanctuary  Temple Chuppah  Social Hall  Lobby  Courtyard  Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Fees

Check All That Apply:

- No Charge - Member Sanctuary
- \$350 Member Social Hall (Saturday – Friday Afternoon Life-Cycle Event)
- \$500 Non-Member Sanctuary  \$750 Non-Member Social Hall
- \$200 Refundable Cleaning Deposit
- \$200 Bar/Bat Mitzvah with Friday evening **Party Celebration**
- No Charge - Bar/Bat Mitzvah with **NO Party Celebration** on Friday evening

To Secure Your Date:

- Fill out, sign and date the **Facilities Request Form**.
- Sign and date the **Rental Fees** document.
- Sign and date the **Rental Rules and Regulations** document.
- Make an extra copy of these forms and keep them for your records.
- Enclose all forms and a check for the amount due and send to **Temple Beth David, ATTN: Rental Chair**.
- **Total Amount Due \$** \_\_\_\_\_ **Amount Enclosed \$** \_\_\_\_\_ **New Balance \$** \_\_\_\_\_

I have read and agree to the rules and fees contained herein \_\_\_\_\_ Date \_\_\_\_\_

Signature of Renter

For Office Use Only

Rental Chair Approval

Treasurer Approval

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## Rental Fees

### Temple Building Access Fee

#### Members and Non-Members - \$25 per hour minimum fee

This charge will only be incurred for access to the Temple building when a Temple representative is not available to be onsite.

### Sanctuary Fees

Members in Good Standing – No Charge

Non-Members - \$500.00

### Social Hall Fees

Members in Good Standing - \$350 (Saturday – Friday Afternoon Life-Cycle Event )

Bar/Bat Mitzvah with Friday evening Party Celebration - \$200.00

Bar/Bat Mitzvah with NO Friday evening Party Celebration – No Charge

Non-Members - \$750 (Only for the room, tables and chairs)

\$200 Deposit (Will be refunded if Rented Facilities are left in the same condition as found)

### Oneg Sponsoring

If the life-cycle event is on a Friday night and you also wish to sponsor the Oneg, then you must fill out the appropriate Oneg forms too. Please contact the office or visit our website at

[http://www.templebd.com/sponsor\\_an\\_oneg.htm](http://www.templebd.com/sponsor_an_oneg.htm) for more information.

A **deposit** of **50%** of the total fee will be due with the completed paperwork to hold the date requested. The remaining **50%** will be due **90 days** before the event, to be billed by the TBD office. If the request is made for use within **90 days**, the entire amount is due.

**Non-members** will be required to use our in-house caterer when available. **Members** may use our in-house caterer or make their own arrangements.

Any parts of the Facilities used are to be left neat and clean. **This includes bringing trash to front bins, wiping counters, sweeping kitchen floor, disposing of all decorations appropriately and picking-up the social hall.** The use of the deposit will be on a sliding scale. If TBD plates, utensils, etc. are used there will be a charge for washing and putting them away. This will be deducted from the deposit and needs to be arranged prior to the event. Contact our in-house caterer for more information on usage of utensils and place settings etc.

### Other Situations That May Occur

**Funerals** – There is no charge for the use of the facilities for temple members; a donation made to the temple would be appreciated.

I have read and agree to the fees herein \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Renter

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Rental Chair Approval

Treasurer Approval

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## Rental Rules and Regulations

### 1. Sanctuary

- The Temple Beth David's Clergy will preside over all religious / life cycle events at the Temple unless other arrangements have been with the Clergy.
- Decorations are limited to ribbons and flowers.
- The organ or piano may be used. **They may not be moved.** (Coordinate with the Temple's Cantor, two weeks prior to the event.)
- Notify the Temple Office if the Temple chuppah is required.
- No food or drink is permitted in the Sanctuary.

### 2. Kitchen

- The kitchen contents and utensils cannot be used without prior arrangements.
- No pork or shellfish are permitted within the Temple.
- The kitchen must be left clean.

### 3. Social Hall and Entire Facilities During Your Use

- Only appropriate life cycle functions are permitted on Shabbat. Set up for Saturday evening function is allowed.
- Setup time for decorations or rehearsal must be arranged with the Rental Chair. A responsible person must be present at all times until closing.
- All facilities must be left clean, to avoid having clean up fees deducted from the security deposit. **All cleaning must be completed on the same day as the event.**
- The Renter using the Temple facilities is responsible for any losses or damages to the Temple property and will be billed for any such loss or damage.
- Meetings or functions must be held in assigned rooms. Only "wallsaver" or "masking" tape may be used to affix decorations etc. to the walls and only to non-painted surfaces in the Social Hall.
- Linen and tablecloths are not available for general use, unless prior arrangements have been made with the Oneg Chair.
- The Temple assumes no liability or responsibility for any personal property.
- All local ordinances regarding curfew, noise, crowd size, etc. must be obeyed.
- The trash dumpster is located on the east side of the parking lot. All **trash** from the must be taken out the back door of the kitchen and around the east side of the building to the dumpster, and **not through the lobby.**
- The Rental Chair may authorize special requests or deviations from these rules, which may require Board approval.

I have read and agree to the rules herein \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Renter

For Office Use Only

Rental Chair Approval

Treasurer Approval