

Beit Am Rental Agreement

Beit Am facilities may be rented in accordance with the **Beit Am Building Use Policy**. Activities of Beit Am and Beit Am members take priority over requests made by non-member individuals (for Jewish life-cycle events) or organizations.

Subject to limitations, outside community service and not-for-profit groups may request use of the facilities for social, cultural, or other non-political purposes which are consistent with the Beit Am mission and the physical limitations of the Beit Am building. The Building Use Committee shall review and make a determination about all rental requests. Board approval is required to rent the building to outside groups and for events that are advertised and/or open to the general public. Board approval is not required for memorial services for which the advertising consists only of a mention of the date and time in the published obituary.

Beit Am reserves the right to refuse to rent or allow use of Beit Am facilities and property to any person, group, or organization.

BUILDING RENTAL

Request Form: Anyone interested in renting the building should complete the **Facilities Use Request Form** and submit it to the Office Administrator. Beit Am members using the building for life-cycle events, including britot milah, baby namings, b'nei mitzvot, weddings, and memorial services must review and sign this Rental Agreement, even though rental fees may not apply. The Office Administrator (or in her/his absence, the Chair of the Building Use Committee) shall be the contact person for booking and payment. The following spaces are available for rental: sanctuary, social hall (with kitchen), library, classrooms, and forest sanctuary.

Building Use Checklist: Renters are encouraged to use the **Building Use Checklist** to guide planning for events.

Scheduling: Reservations for members' b'nei mitzvot, other celebrations of major life events, and for major Beit Am activities are to be submitted at the earliest possible time to obtain a specific date. Space availability will be determined by the calendar of events already scheduled. The Office Administrator may place a tentative hold on the requested date until approval of the request is obtained. In the event of a scheduling conflict, the judgment of the Building Use Committee and/or Board will prevail.

Capacity: Requests will not be approved for events that are expected to exceed the building capacity of 224 persons.

Pre-Event Facilities Walkthrough and Training: Training for use of the space in accordance with Beit Am policies and practices must be completed about a week before the event. The Office Administrator or designee will schedule and provide this walkthrough and training for the renter.

Renter Responsibility: The renter is responsible for Beit Am facilities and property and strict adherence to the Beit Am Building Use Policy and Kitchen Policy during their usage time. Any damage or violation to Beit Am facilities or property will result in the renter being billed for repair and/or penalized from future autonomous use of the Beit Am property. The renter is responsible for the actions of each guest present. Appropriate fire and safety regulations must be strictly followed.

Oversight by Authorized Person: A Beit Am representative, authorized by the Building Use Committee, must be present at all events to open and lock the building, verify compliance with the policies, and liaise with the Building Use Committee. This representative is authorized to take immediate action to correct any found non-compliance. Resultant action may include removal of a person or persons on the premises engaged in (but not limited to) unseemly conduct or other non-compliance with Beit Am policies. Cost of this service is included in the rental fee for non-members. If an authorized representative will not be an attendee at a Beit Am member event, cost of this oversight assistance will be added to the member rental fee. In certain circumstances, alternative arrangements may be authorized by the Building Use Committee.

Liability Coverage and/or Special Events Liability: Proof of individual liability coverage and/or special events liability coverage *may be* required of renters. Outside contractors (including caterers) must provide proof of liability insurance and proof of workers' compensation insurance in the amount of at least \$1 million naming Beit Am as a co-insured party. The verification must be presented to the Office Administrator at least one week before the scheduled event. The Administrator has the authority to cancel the usage of Beit Am facilities by any group that has failed to provide proof of liability and workers' compensation insurance (and liquor license and insurance, if applicable). Liability insurance requirements may be waived by the Board in special circumstances.

Alcohol: Alcohol may be served according to the specifications in the **Beit Am Building Use Policy**. When alcohol is to be served for non-ceremonial purposes, \$1 million liability insurance is required. Evidence of liability insurance for liquor must be on file with the Beit Am Office Administrator at least a week before the event.

Smoking and Vaping: Use of tobacco, cannabis, e-cigarettes, and vaping are not permitted anywhere on the Beit Am premises as stated in the **Beit Am Building Use Policy**.

Audio/Visual Equipment: Beit Am audio/visual equipment is not included in the rental agreement.

KITCHEN

If permission is given to use the kitchen, food brought into the Beit Am building must adhere to the congregation dietary policy as described in the **Beit Am Kitchen Policy**. Members, caterers, and renters must follow this policy, which includes prohibition of meat and poultry products, shellfish, and fish without scales at all times, and also leavened products at the week before and during Passover. Meals must be dairy or *parve* (eggs or fish as specified above)

Do not leave food in the refrigerator. Arrangements must be made for any leftovers to be removed at the end of the event.

Any items (whether it be food, dishes, decorations) left in the social hall or kitchen may be disposed of unless clearly marked with the owner's name and the date of the event.

The inventory in the kitchen and social hall (such as plates, utensils, coffee, tea, linens) is for Beit Am members only. Others are responsible for supplying their event with the items necessary for hosting the event.

CLEAN UP

Rental rates do not include building cleaning. Renters are responsible for completing all of the tasks listed on the **Building Use Checklist** that is posted in the kitchen. These tasks pertain to all spaces used, including the bathrooms and common areas. If desired, the Office Administrator can schedule professional cleaners to carry out the tasks in the **Building Use Checklist**, at an additional cost to the renter. This arrangement must be confirmed and paid for at the time of reservation.

RESERVATIONS AND PAYMENT

Reservations made more than 60 days prior to the event are considered to be confirmed when one-half of the rental fee is paid and the rental agreement is signed by both parties. Full payment of the rental fee and deposit is due 60 days prior to the event.

Reservations made less than 60 days prior to the event are considered to be confirmed when the full rental fee and deposit are paid and the rental agreement is signed.

The renter may cancel more than 60 days before the event and receive a full refund. If cancellation is made less than 60 days prior to the event, full or partial refunds may be issued at the discretion of the Building Use Committee.

Renters agree that the Building Use Committee has the right to cancel any event due to severe weather, emergencies, or other extenuating circumstances. Full refunds of rent and deposit may be made

in such circumstances. Beit Am will not be responsible for any other direct or indirect costs that may result from such cancellation.

DAMAGES/CHARGES AGAINST DEPOSIT

A cleaning and damage deposit will be charged according to the deposit rate schedule below. This deposit is due when the rental agreement is signed. The deposit will be refunded in full within two weeks after the event if there are no charges against the deposit.

Should rental space or Beit Am property be left in unsatisfactory condition, the renter is responsible for any costs incurred to return the space to satisfactory condition, as determined by the Building Use Committee. Any amount owed after applying the security deposit must be paid within 10 days of notification. Specific costs of repairs, cleaning, and staff time will be documented and forwarded with billing for additional costs.

FEE SCHEDULE

The schedule below shows rental and deposit fees for member-organized private events and for usage by outside non-profit groups. In most cases, no rental fees are charged for members’ life-cycle events open to the Beit Am community. The facility may be reserved for members’ private celebrations, such as birthdays, anniversaries, or parties celebrating life-cycle events (that are held at a time different from the religious service honoring the life-cycle event itself), at the member rental rates. Nonmembers may reserve the facility for Jewish life-cycle events at the rate for outside groups. Beit Am members are not permitted to rent Beit Am facilities on behalf of third parties.

Rental periods must include time for set-up and cleaning.

Full payment of the rental fee and deposit is required 60 days prior to the event or when the rental agreement is signed, whichever occurs later.

The cleaning and damage deposit will be refunded in full if the facility is left in satisfactory condition. Any necessary charges for cleaning or damage repairs may be deducted from the deposit, and if such charges exceed the deposit then the renter will be billed for the additional charges.

	Member rates	Outside groups	Damage & cleaning deposit
Social Hall (includes kitchen and gallery)	\$100/hour (2 hour minimum)	\$200/hour (2 hour minimum)	\$200
Sanctuary (includes gallery)	\$75/hour (2 hour minimum)	\$150/hour (2 hour minimum)	\$200
Sanctuary and Social Hall (includes kitchen and gallery)	\$150/hour (2 hour minimum)	\$300/hour (2 hour minimum)	\$200
Library	\$50/hour (2 hour minimum)	\$100/hour (2 hour minimum)	\$200
Classroom	\$50/hour (2 hour minimum)	\$100/hour (2 hour minimum)	\$200
Forest Sanctuary (no restroom access)	\$100/hour (2 hour minimum)	\$200/hour (2 hour minimum)	\$200

Date(s) of event _____ Starting and ending times _____

Setup date and time _____ Cleanup date and time _____

Purpose of event _____

Facilities desired: _____ Social hall _____ Library _____ Classroom(s)

_____ Sanctuary _____ Forest Sanctuary

Expected attendance _____ Expected parking _____

Open to the general public? _____ Admission fee (if any) _____

Will alcoholic beverages be served? _____

Food to be served _____ Caterer _____

Charges: _____ Rental fee

_____ Damage/cleaning deposit

_____ Cleaning service (optional)

_____ Oversight by authorized person (if required for member event)

_____ Other (specify)

_____ Total (checks should be made out to Beit Am)

I agree to and will abide by all items within this Beit Am Rental Agreement, including all provisions of the Building Use Policy and Kitchen Policy. Furthermore, I agree that the scheduled event will conform to the applicable policies and ordinances of the City of Corvallis, Benton County, and the State of Oregon.

Renter:

Beit Am:

Printed name _____

Printed name _____

Signature-----

Signature _____

Organization/title _____

Title _____

Date _____

Date _____

The following documents are considered part of this agreement:

- Beit Am Building Use Policy
- Facilities Use Request Form
- Beit Am Kitchen Policy
- Building Use Checklist