



BETH CHAVERIM REFORM CONGREGATION, INC.
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RULES GOVERNING RENTAL USE OF BETH CHAVERIM FACILITY

To serve those ("Renter(s)") who desire to rent the facilities of Beth Chaverim Reform Congregation, Inc. ("Congregation" or "Beth Chaverim"), the Board of Directors of the Congregation ("Board"), has adopted the following rules in order to maintain the efficient operation of its building, to protect its property, to conform to safety regulations and codes, and to avoid conflict with its internal activities and programs.

General Usage Information:

Eligibility to Rent

Members in good standing with the Congregation are eligible to rent the facility in accordance with established policies at the member rental rate. Outside organizations or individuals may rent the facility and must follow the same facility use policies established for member use except that they will pay the non-member rates. The Board, or its designee, must approve all facility use applications.

Use of Social Hall/Lobby Space:

Bar/Bat Mitzvah Families

Bar/Bat Mitzvah families from the Congregation may make their reservation request up to 24 months before their simcha event date. Reservation requests will not be accepted prior to the official Congregation notification to the Bar/Bat Mitzvah family of the Bar/Bat Mitzvah date. No more than one family may reserve the same space at one time.

Congregant Use for all Other Events

Requests to reserve the facility can be made up to 24 months in advance by members in good standing of the Congregation. Non-Bar/Bat Mitzvah event reservations from congregants will be accepted on a "first come/first served" basis. Reservations must be submitted according to the procedures outlined below. The earlier of the U.S. Postal Service postmark date or the date the contract is delivered to the temple administrator or designee will serve as the submission date for determining order of receipt of the reservation request. In the event two congregants request the same space and submit their requests on the same day, the Congregation will ask the congregants to work out a mutually acceptable resolution. In the event the congregants cannot reach agreement, the reservation of the congregant with the most seniority as temple members (based upon membership records) will be given higher priority for their reservation request. Congregant must be in 'good standing' with the Congregation.

Weddings

Requests to reserve the facility for a wedding can be made up to 24 months in advance by members in good standing of the Congregation, in accordance with the preceding paragraph. Final approval for the wedding ceremony to be performed on Beth Chaverim premises will be in accordance with the Officiant policy stated below.

Officiants

In the event that the proposed officiant at any wedding or other religious service is not the Congregation Rabbi or a designee of the Congregation Rabbi, the Beth Chaverim Worship Committee and the Congregation Rabbi must approve the officiant. Approval must be arranged 45 days prior to the event when appropriate.

Outside Public/Community Usage

Reservation requests will be accepted up to 12 months in advance and will be accepted on a first come/first served basis. Requests received at the same day/time will be offered preferentially to the renter who has rented for the longest time with the Congregation. If neither group has rented from the Congregation, then preference will be given to whichever group returns the signed contract and security deposit first.

Seniority

If seniority is used as the deciding factor in accepting a reservation, it will be based on the date of Congregation membership of the Bar/Bat Mitzvah's family unit, the more senior Temple membership of the bride/groom member or their parent(s), and on the requesting congregant's Congregation membership date for all other events. In the event that a family unit has separated and established separate Congregation memberships, each membership will have the seniority of the most senior member.

Security Deposit and Payment

A security deposit of _____ must be made with the signed contract. Until the security deposit is received and the contract formally accepted, rental applications shall not be binding, and the Congregation has the right to release the date for use by another party. The balance due on the contract shall be paid at least 1 week in advance of the Event Date. Cancellations must be received in writing 3 months prior to the event date in order to obtain a full refund of the security deposit. Renter agrees that all or any part of the security deposit may be retained to repair, replace or restore any equipment, facility fixture or property of the Congregation damaged or lost during the event.

Payment must be made by cash, check, MasterCard or Visa to the Congregation. The check face must have a full, printed name, and address of the renter. Third party checks are not accepted.

Facility Usage Guidelines:

Catering and Food Considerations

All caterers must file a current insurance certificate that demonstrates coverage for performance of services on site with Beth Chaverim 30 days prior to the subject event. Caterer and Renter must sign and return the Catering Agreement forms no less than 30 days in advance of the Event.

Food service must be in accordance with the Beth Chaverim dietary guidelines. **Absolutely no pork, shellfish, peanuts or peanut butter are to be brought onto the Congregation premises at any time.** Dairy and meat may not be served within the same course.

The consumption of food and beverages is permitted only in the Social Hall, Lobby and classrooms. Consumption of food and beverages is not permitted in the Sanctuary except as part of a worship service.

Leftover food from any event must be removed at the end of the event (in the renter's own containers) unless prior arrangements have been specified and approved (such as donations for Sunday school).

Delivery of foodstuffs and supplies may be made in advance of the event, as space permits. Arrangements for acceptance of deliveries and entrance for pre-event preparations must be made 1 week prior to the event. A grace period for usage of the kitchen facility in advance of the event may be arranged as facility usage and time permit.

Alcoholic Beverages

Alcoholic beverages may be served only as part of a meal or function. Any and all governmental permits, rules, regulations and laws that pertain to the use of alcoholic beverages within the Congregation facility are the sole responsibility of the renter.

Renter must ensure that efforts are made to encourage individuals who have consumed alcohol to participate in a safe transportation program. Safe transportation programs should include such options as designated drivers, taxi services, or calls to police if an intoxicated participant insists on driving home. The renter assumes all liability for any alcohol-related damages to the facility or the premises involving his/her guests.

Licenses and Permits

For events requiring specific licenses such as an alcoholic beverage license, it is the responsibility of the renter to obtain all licenses and insurance certificates and ensure that the terms of the license are strictly enforced and indemnify the Congregation of such in writing.

Music / Dancing

It is the responsibility of the musicians or DJs to provide their own sound equipment to include speakers, amplifiers and microphones. Requests for permission to bring in special equipment or entertainment apparatus for any event must be submitted to the POC at least 45 days in advance of the Event Date, with permission to be granted 30 days prior to the event. Music must adhere to curfew times. All decibel levels of music must conform to Loudoun County codes.

The party holding the event must make all initial arrangements for music in connection with a wedding ceremony directly with the Worship Committee. The entertainer will then be provided a Beth Chaverim point of contact (POC) for coordination of the event music.

Candles and Decorations

Use of candles must conform to the State of Virginia and Loudoun County fire codes. All candles must be dripless and used in conjunction with candleholders designed to prevent the dripping of wax on floors, carpets, and furniture.

Any furniture, equipment or fixtures belonging to the Congregation that is rearranged or moved shall be returned to its prior position immediately following said event. Any decorations used must be free standing or affixed only by means of removable, non-marking systems that leave no residue. No decorations may be used which require pasting or fastening, nailing, taping, stapling or tacking on or to walls, doors, light fixtures, floors or ceiling by any permanent or intrusive

means. All electrical cords that are in traffic areas shall be covered or affixed to prevent trip hazards, in accordance with government codes and standard safety practices. All authorized decorations must be removed without damage to the surfaces and furnishings before the premises are vacated. No fireworks, glitter, birdseed, or rice may be used anywhere on Congregation property. Flowers or potted plants are not permitted on any flooring without a protective covering to prevent staining of the floor.

Any additional lighting fixtures that are brought in as decoration must be used in accordance with the rules governing decorations and removal. Approval for their use must be obtained from the Congregation 30 days prior to the event.

Tents and Canopies

Tents and Canopies may be used within the guidelines set forth on the attached facility diagram, with notification of their intended usage to be given 30 days in advance of the event. These must be installed by licensed and insured companies that will be required to sign the "Florist and Decorators' Agreement."

Vendors

The Renter shall submit to Beth Chaverim a list of vendors that will be providing services in support of their event. This list shall be submitted as soon as possible once vendors are selected, preferably at least 45 days in advance of the event, and no later than 30 days prior to the event. This is to assure insurance certifications can be verified, and the appropriate vendor agreements will be completed in accordance with the rules governing use of the Beth Chaverim facility.

General Safety and Security

Attendants, Security Guards

The Board or its designee must be notified in advance if the Renter is providing attendants for a coat check room, parking, or security guards. The Congregation is not held responsible for any claims, expenses, liabilities, or lawsuits of any kind, related directly or indirectly to the acts or omissions of such attendants or guards

Safety and Liability

All exit doors must be unobstructed. No tables, decorations, floral arrangements, or trees may be placed in front of any door or exit.

Legal restrictions regarding room capacity must be strictly complied with. Event service providers must adhere to signs and be parked in designated spaces.

The Renter using the Congregation facilities shall be responsible for any loss, breakage, or damage of Congregation equipment, or physical property. The Board or its designee reserves the right to require an additional security deposit depending on the type of event.

All lighting and stage equipment must be set up under custodial or facility personnel supervision, and may be used only when he/she approves the installation.

The Congregation assumes no liability or responsibility for damage or loss of personal property of any kind brought onto the Congregation property. The Congregation shall not be liable under

any circumstances for any loss, theft or damage to any motor vehicle or any part thereof or to the safety of any vehicle brought or left on Congregation property. Renter agrees to indemnify and hold harmless the Congregation, its Board, agents, employees and servants from any claims, costs, expenses, liabilities or suits of any kind, related directly or indirectly to the damage or loss of any personal property of any kind on Congregation property.

In the event that behavior becomes unruly or disruptive, inappropriate or destructive, the Congregation representative on site will take necessary action.

Smoking

No smoking will be allowed on the Beth Chaverim premises or within 50 feet of any entrance.

General Considerations

The use of the Congregation name and all publicity, material or printed matter that describes the Congregation or its facilities, other than invitations, must be submitted to the Board or its designee for approval in advance of its release. Renter is not allowed to sublet or rent the premises or assign this application and agreement without the expressed written consent of the Congregation.

No Congregation equipment is to be loaned out or removed from the facility at any time by any individual without prior approval of the Board or its designee.

The premises must be vacated by midnight unless other arrangements have been approved in advance. The renter is responsible for setting up their event (i.e. chairs, tables) as well as returning the room to its original state. Sweeping and trash removal are covered by the custodial fee paid by the renter. Staff and custodial charges per the attached schedule will be applied for all events.

Renter Agreement of Rules

It is understood that the Renter has agreed to and is governed by these rules. It is understood that the Congregation and its directors, officers, agents and employees shall not be liable for any injury to persons or property occurring on Congregation property from any cause whatsoever. Renter agrees to indemnify the Congregation and its directors, officers, agents and employees for, and hold them harmless from and against, any and all claims, actions, damages, liability and expenses.

Renter

Congregation Representative

Date

Date