

Congregation Keneseth Israel
Policies, Practices & Guidelines

Policy, Practice or Guideline: Facility Rental Guidelines

Source: House Committee

Date Adopted: 9/1989

Date Revised: 12/2022

- I. Introduction: The Temple and its facilities were created for the use of individual members and Temple organizations; however KI has had a long standing tradition of renting to outside organizations. Guidelines for the use of rented space will be updated as the need arises.
- II. Policy Statement: It is the Policy of KI to allow the Temple to be rented to individual members and outside organizations as per specified guidelines.
- III. History: An Ad Hoc Committee was established in 1989 to determine the original guidelines for facility use.
- IV. Definition:
- V. Procedure:
- a. Approved Renters
 - i. Congregants or non-congregants for a party or special event.
 - ii. Outside organizations, either for profit or not for profit, as long as the intended function is reasonably aligned with our mission. Outside organizations are not required to be sponsored by a congregant.
 - iii. Co-sponsored events will not be charged a fee; cost sharing for publicity, security, custodian and wait staff will be negotiated. To be considered a co-sponsored event, Keneseth Israel must be a part of the decision making process about content and other details. Merely having the event at KI does not qualify for this type of arrangement.
 - b. Security requirements
 - i. If there has been substantial outside publicity, then in the sole discretion of KI, security may be required at the expense of the renting organization.
 - ii. Meetings and events that are private and by invitation only are not required to provide outside security. In that case, all doors must remain locked unless they are attended by a representative of the organization.
 - iii. All rooms other than the renting room will be locked.

- iv. A Keneseth Israel custodian must be present at all events for security and safety purposes as well as to provide any required assistance.
- c. Maintenance Requirements
 - i. KI custodian is required to be on duty.
 - ii. Custodian is not responsible for the functions of the event such as catering, cleaning or other duties.
 - iii. The custodian will be responsible for opening the building as well as securing and closing.
 - iv. Primary responsibility is for answering questions and monitoring the safety and security of the building.
- d. Approval of Rentals
 - i. Single use rentals that adhere to all the guidelines may be approved by agreement from the Executive Director and President of the Board.
 - ii. Multiple use arrangements or those that fall outside regular guidelines must be presented to the Executive Board for approval, after receiving approval from the President, Executive Director and Rabbi.
 - iii. All rentals are on a space available basis as determined by the Executive Director.
- e. Fee Structure
 - i. A service fee will be required to secure the rental of the facility.
 - ii. Congregants may rent our facility at the approved congregant rates for the Social Hall or Multi-Purpose Room.
 - iii. Non-congregants may rent our facility at the approved non-congregant rates for the Social Hall or Multi -Purpose Room.
 - iv. Jewish organizations may use our facility at no charge; they will have to pay for security if required as well as custodial costs.
 - v. Not for profit organizations who are not charging for the event and fall into categories of the arts, education or, wellness or worship may use the facility at no charge; they will have to pay for security if required as well as custodial costs.
 - vi. Not for profit organizations who are charging for the event and fall into categories of the arts, education, wellness or worship may either pay at the published non congregant rates or arrange for Congregation Keneseth Israel to share the take at the door; they will have to pay for security if required as well as custodial costs.
 - vii. Co-sponsored events will not be charged; all costs including wait staff, custodian, security and publicity will be negotiated. If there is a charge for attendance, KI and the co-sponsor will share in the proceeds.
 - viii. All other building uses such as multiple use, classrooms or other spaces will be negotiated depending on circumstances.
 - ix. If Congregation Keneseth Israel engages in collection efforts to recover an unpaid fee or bill, Renter agrees to pay all collection costs and attorney's fees incurred in addition to the amounts owed.

f. Use of Kitchen

- i. Renter/Caterer will bring all their own food including coffee and ice as well as cleaning supplies including rags and garbage bags. The renter is responsible for ensuring that the caterer adheres to our Kashrut requirements as outlined below.
- ii. Renter/Caterer is responsible for all clean- up of the kitchen including wiping down counters, draining the dishwasher and mopping the floor and must receive approval from the KI custodian for compliance prior to leaving.
- iii. Renter/Caterer is responsible for putting recycling in the identified dumpster as well as bringing trash to the identified dumpster.
- iv. If any extra or unusual clean- up is required, it will be billed to the renting party as well as any broken or missing equipment or property.
- v. Renters are responsible for providing all their own personnel and food, other than the Keneseth Israel custodian. They may use KI dinnerware, silverware, serving dishes, pitchers and glasses but must provide their own linens and serving platters. They may also use our ovens, dishwasher and coffee makers.
- vi. The renting party is ultimately responsible for adhering to all the kitchen requirements and will be charged for any infractions or damages, including those caused by the caterer or other vendors.

g. Alcohol

- i. The renting party is solely responsible for any issues arising from intoxicated guests.
- ii. If mixed drinks are served, there will shall be a licensed bartender as required by law.
- iii. All Pennsylvania laws in regard to serving alcohol must be followed.

h. Miscellaneous

- i. An updated Certificate of Insurance is required for all outside renters. Limits must be for minimum of \$1,000,000/\$3,000,000 and Congregation Keneseth Israel must be named as an additional insured. Certificates are also required for any vendors they bring in to support their event such as a caterer, DJ, etc.
- ii. Kosher style food guidelines must be followed: no pork or shellfish are allowed in the building. We ask that there be no direct mixing of milk and meat within a dish, although this is not mandatory.
- iii. Renter must sign this agreement, acknowledging that they have seen and agree to these terms.
- iv. Any damage to Temple property during a social function is the responsibility of the member or the organization conducting the affair.
- v. Temple equipment is not to be loaned or removed from the building unless there is expressed written consent from the Executive Director.

- vi. The Temple is not responsible for any apparel or articles lost in the building.
- vii. Complaints concerning the conduct or services of a Temple employee are to be made to the President or Executive Director.

i. Hold Harmless

- i. Anyone renting/attending an event at Congregation Keneseth Israel is responsible for his/her own personal safety and security and the safety of the invitees. Renter/attendee will hold CKI harmless for, and indemnify and defend against any and all loss, claims, damages (including attorney fees), or demands whatsoever of third persons, including for negligence or otherwise, arising out of, or in any manner connected with, the use of the premises by renter/attendee or of their guests. Intending to be legally bound, I understand these terms and agree to abide by them, and. further certify that I am authorized to and hereby do bind the renting organization to these terms.

Print Name _____

Signature _____

Date _____

Phone # _____

Email Address _____

VI. Reference: