

## **OVERVIEW OF FACILITIES' RENTAL POLICY & PROCEDURE PACKET FOR PROSPECTIVE LESSEES/RENTERS**

*Congregation Beth Israel (CBI) has built a beautiful new synagogue which we are now enjoying. In order to maintain this facility in excellent condition so that we can celebrate special events for many years to come, it is necessary for CBI to follow best practices which include adopting policies and procedures relevant to rental usage of the CBI facility. In creating facility policies and procedures for CBI, we aligned our facility policies and procedures with other facilities/venues in Bellingham. CBI believes our facility can provide excellent rental space options and value for both members as well as non-members.*

*Congregation Beth Israel can accommodate most gatherings and hope you will consider utilizing our spacious new facility at 751 San Juan Boulevard for your special event. We aim to work with you to make your event experience one that meets your event objectives, while maintaining the decorum and sanctity of our synagogue. This document provides an overview of what prospective renters (Lessees) should be aware of when considering the use of the CBI facility but does not contain the Facilities Rental Policy & Procedure Packet in its entirety. Please contact the Facilities Committee at [facilities@bethisraelbellingham.org](mailto:facilities@bethisraelbellingham.org) for additional information.*

1. Request to reserve/rent space at 751 San Juan Boulevard by CBI members may be done up to 2 years prior to the event but no later than 14 business days prior to the event. Request to reserve/rent space at 751 San Juan Boulevard by non-members may be done up to 1 year prior to the event but no later than 14 days prior to the event. Please complete the Facilities Use Request Form, posted on the CBI website to request a certain date and time.
2. Facility reservations will be approved on a first come basis. Until the signed Facilities Rental Agreement, room rental deposit, damage deposit, and security fees are received, CBI has the right to release the date to another prospective party.
3. All food service must be kosher-style (vegetarian, dairy, fish only). Under no circumstances shall pork, shellfish or meat be brought onto the CBI campus (inside or outside). The complete Food Guidelines Policy is posted on the CBI website.
4. Persons who wish to arrange for religious ceremonies are required to use the Rabbi of CBI or to obtain written permission from the Rabbi of CBI.
5. If the services of a Cantorial Soloist are desired for a religious ceremony, the Cantorial Soloist of CBI must be engaged if available.
6. It is the responsibility of the prospective Lessees to obtain any licenses, permits or consent from public authorities where the nature of the use requires a special permit.
7. All Lessees are required to pay for security personnel during the event as part of the rental fee except by prior written authorization.
8. A Fee Schedule for various room rentals is available upon request.
9. All Lessees are responsible to provide the following documents for rental of space by CBI at the applicable due dates:
  - Facilities Request Form
  - Facilities Rental Agreement
  - Rental Fees by check or credit card
  - Certificate of insurance showing proof of liability insurance and naming Congregation Beth Israel as an "Additional Insured"
  - Banquet Permit to serve alcohol, if alcohol will be served

10. All third-party service providers/vendors (i.e. caterers, DJs, musicians, photographers, etc.) who use the CBI facility must provide the following documents to CBI at the applicable due dates:

- Signed caterer/vendor agreement
- Signed caterer/vendor waiver agreement
- Caterer's annual food service permit
- Caterer's food worker card
- Caterer's and vendor's current certificate of insurance showing proof of liability insurance and naming Congregation Beth Israel as an "Additional Insured"

11. If the Lessee cancels his/her facilities agreement with CBI, CBI will necessarily incur damages including without limitation to having turned away other reservations, meetings or functions which would have generated additional revenue for CBI. All cancellations of room rentals must be submitted to CBI in writing.

The following provides an overview of the cancellation policy.

- Lessee assumes all liability to all vendors if Lessee cancels for any reason.
- If cancelled 120+ days prior to the event
  - All rental fees paid to date will be refunded
  - Damage deposit will be refunded, if previously paid
  - Security fees will be refunded, if previously paid
- If cancelled between 60 and 120 days prior to the event
  - 50% of rental fees paid to date will be refunded
  - Damage deposit will be refunded, if previously paid
  - Security fees will be refunded, if previously paid
- If cancelled between 7 days and 60 days prior to the event
  - All rental fees paid to date will be forfeited
  - Damage deposit may be refundable
  - Security fees may be refundable
- If cancelled less than 7 days prior to the event
  - All rental fees paid to date will be forfeited
  - Damage deposit will be forfeited
  - Security fees will be forfeited

**We look forward to hosting your special event.**

**Please contact us at [facilities@bethisraelbellingham.org](mailto:facilities@bethisraelbellingham.org) for more information.**