



CONGREGATION BETH ISRAEL

**FACILITIES RENTAL AGREEMENT FORMS
For Members**

Dear Lessee,

We are excited that you are considering Congregation Beth Israel's Facilities to host your upcoming event. In order to assist you with the rental process, we want to explain the procedure going forward and identify what forms and fees you will need to submit to reserve the space. There are two (2) packets of information to review and consider: (1) the Facilities Rental Policy & Procedure Information for Members Packet which includes rules and policies all Lessees agree to if they want to utilize the Congregation Beth Israel's Facilities; and (2) the Facilities Rental Agreement Forms for Members which contains all the forms that need to be completed in order to reserve space at Congregation Beth Israel.

Someone from the Facilities Maintenance and Management Committee will be glad to meet and review both documents with you and answer any questions you might have. If you decide to use a caterer and/or vendor(s) for your event, they will also need to fill out and submit additional forms, which are listed in CBI's Facilities Rental Agreement Form packet.

CBI Facilities Maintenance and Management Committee

INSTRUCTIONS FOR FORMS:

There are several forms in this Rental Agreement Forms Packet. To begin the process of renting space at Congregation Beth Israel, prospective Lessees are requested to complete the Facilities Use Request Form found on page 4 of this Rental Agreement Forms Packet and submit it to the CBI Office or email it to facilities@bethisraelbellingham.org.

After receiving the completed Facilities Use Request Form, the CBI Facility Manager will check to make sure the date is available. If the date is available, the CBI Facility Manager will prepare the necessary forms for the Lessee to review and sign.

In order to rent space at CBI, Lessees will be required to sign the following forms and submit to the CBI Office or email to facilities@bethisraelbellingham.org:

- RENTAL AGREEMENT FOR USE OF FACILITIES on page 5 of this Rental Agreement Forms Packet
- USE OF LIQUOR/ALCOHOL AGREEMENT on page 6 of this Rental Agreement Forms Packet (including necessary permit to serve alcohol if applicable)
- EVENT INSPECTION CHECKLIST on page 12 of this Rental Agreement Forms Packet (due the day before the actual event)
- EVENT CLEANUP CHECKLIST on page 13 of this Rental Agreement Forms Packet (due at the end of the actual event)

If Lessee will be using a caterer for his/her event, the Caterer will be required to fill out, sign and submit the following documents to the CBI Office or facilities@bethisraelbellingham.org:

- CATERER AGREEMENT on pages 7 & 8 of this Rental Agreement Forms Packet
- CATERER WAIVER AGREEMENT on page 9 of this Rental Agreement Forms Packet
- COPY OF CATERER'S ANNUAL FOOD SERVICE PERMIT
- FOOD WORKER CARD
- PROOF OF LIABILITY INSURANCE COVERAGE

If Lessee will be using a vendor (*i.e. musicians, photographer, etc.*), the Vendor will be required to fill out, sign and submit to the CBI office or facilities@bethisraelbellingham.org:

- VENDOR AGREEMENT on page 10 of this Rental Agreement Forms Packet
- VENDOR WAIVER AGREEMENT on page 11 of this Rental Agreement Forms Packet
- PROOF OF LIABILITY INSURANCE COVERAGE

Rental Agreement Forms for Members

CHECKLIST FOR REQUIRED FORMS/AGREEMENTS

Lessee Required Documents	Due By	Date Submitted
Facilities Request Form from Lessee	May submit 2 years before event	
Facilities Rental Agreement from Lessee	120 business days before event <i>Due on or before</i>	
Rental Deposit (50% Room Rental Fees- \$), damage deposit (\$500.00) & security fees (\$)	120 business days before event <i>Due on or before</i>	
Balance of Room Rental Fees	60 business days before event <i>Due on or before</i>	
Lessee's Proof of Liability Insurance (if chosen)	14 business days before event <i>Due on or before</i>	
Appointment Scheduled with Facility Manager	14 business days before event <i>Due on or before</i>	
Use of Liquor/alcohol Agreement	7 business days before event <i>Due on or before</i>	
Proof of Banquet Permit to serve Liquor (if applicable)	7 business days before event <i>Due on or before</i>	
Event Inspection Checklist	Day of event	
Event Cleanup Checklist	Immediately after Day of event	
Caterer Required Documents	Due By	Date Submitted
Caterer Agreement (if applicable)	14 business days before event <i>Due on or before</i>	
Caterer's Proof of Liability insurance (if applicable)	14 business days before event <i>Due on or before</i>	
Vendor Waiver Agreement (if applicable)	14 business days before event <i>Due on or before</i>	
Annual Food Service Permit (if applicable)	14 business days before event <i>Due on or before</i>	
Food Worker Card (if applicable)	14 business days before event <i>Due on or before</i>	
Vendor(s) Required Documents	Due By	Date Submitted
Vendor(s) Contract (if applicable)	14 business days before event <i>Due on or before</i>	
Vendor(s) Proof of Liability Insurance (if applicable)	14 business days before event <i>Due on or before</i>	
Vendor Waiver Agreement (if applicable)	14 business days before event <i>Due on or before</i>	

FACILITIES USE REQUEST FORM

(**To be completed by Lessee. Rental is not guaranteed until contract and deposits are received)

One-time event? Yes No On-going event? Yes No

If yes, list future dates _____

Date of event _____ Starting time _____ am/pm until _____

Name of event _____

Name of person coordinating event: _____

Address: _____

Phone number(s): DAYTIME: _____ EVENING: _____ CELL: _____

Daytime Email: _____ Evening Email: _____

Second Contact Person _____ Daytime phone number: _____

Evening phone number: _____

Are you a member of Congregation Beth Israel? Yes No

Are you representing an organization? Yes No

If YES, name of Organization _____

Org. Address: _____ Org. Phone Number: _____

Description of the use: _____

Projected number of attendees: _____ (All together or staggered) _____

FACILITIES REQUESTED: (circle all that apply)

Social Hall Sanctuary Kitchen Beit Midrash Multi-purpose Library Preschool

Classrooms 1 2 3 4 5 6 7 8 9 10 Back Patio Beit Midrash Patio Ball Field

The Event Will Include (check all that apply): Food Alcohol

Are you using a caterer? Yes No Name of caterer: _____

Caterer Contact person: _____ Phone number: _____

Are you using vendors? Yes No

Name of vendor: _____

Vendor Contact person: _____ Phone number: _____

Name of vendor: _____

Vendor Contact person: _____ Phone number: _____

Lessee's Name _____ Date _____

RENTAL AGREEMENT FOR USE OF FACILITIES

(**To be reviewed and signed by Lessee to reserve CBI Facility space)

Lessee (Person Responsible for Event):		
Address:		
Contact Information:		
Phone:		
E-Mail:		
Name of Event:		Date of Event:
Event Starting Time:	Event Ending Time:	*ALL EVENTS MUST END NO LATER THAN 12 MIDNIGHT UNLESS BY PRIOR AUTHORIZATION
Event Will Include (check all that apply): <input type="checkbox"/> Food <input type="checkbox"/> Alcohol		
Room(s) / Area(s) to be used: (circle all that will be used) include # of people for each room/area <i>Social Hall (375 peo) ___ Sanctuary (315 peo) ___ Kitchen (main floor) ___ Beit Midrash (35 peo) ___ Multi-purpose Room (28 peo) ___ Library (55 peo) ___ Foyer Area ___ Preschool Area (53 peo) ___ Lower Level Kitchen ___ Classrooms 1 (12 peo) ___ 2 (12 peo) ___ 3 (15 peo) ___ 4 (15 peo) ___ 5 (12 peo) ___ 6 (11 peo) ___ 7 (17 peo) ___ 8 (15 peo) ___ 9 (18 peo) ___ 10 (18 peo) ___ Back Patio Beit Midrash Patio ___ Ball Field</i>		
Outside Vendors Being Used:		
Name of Caterer (if applicable):	Phone #:	Email:
Name of Vendor(s) (if applicable):	Phone #:	Email:
Damage Deposit		\$
Mandatory Security Personnel		\$
Sanctuary / Social Hall/ Kitchen /Back Patio		\$
Social Hall (main level)		\$
Kitchen (main level)		\$
Beit Midrash Room (main level)		\$
Foyer (main floor)		\$
Multi-purpose Room (2 nd level)		\$
Library (2 nd floor)		\$
Preschool Room (lower level)		\$
Classrooms 1-10 (lower level)		\$
Kitchen (lower level)		\$
Main Floor Back Patio (outside grounds)		\$
Grassy area next to back patio (outside grounds)		\$
Beit Midrash Patio (outside grounds)		\$
Ball Field (outside grounds)		\$
Total Rental Fees Due		\$

Acceptance:

1. This agreement shall be binding upon the parties and assigns.
2. If the parties agree to change any provision of this agreement, such changes to the agreement shall be in writing and signed and acknowledged by Facility Manager and Lessee.
3. This agreement contains the entire understanding of the parties and there are no representations, warranties, covenants or undertakings other than those expressly set forth in this agreement.

Date _____

Lessee's Signature _____ Print Name _____

CBI Signature/title _____ Print Name _____

USE OF LIQUOR / ALCOHOL AGREEMENT

*(**To be filled out and signed by Lessee booking this event)*

The Lessee hereby indemnifies Congregation Beth Israel and its directors, officers and employees for and save it harmless from and against all claims, actions, damages, liability and expense relating to injury to persons or property arising from or out of the use or occupancy by Lessee of the premises, or occasioned wholly or in part by any act or omission of Lessee, its agent, employees, or invitees of Lessee.

This agreement includes any claims, actions, damages and/or demands arising out of the service of alcoholic beverages at Congregation Beth Israel.

If a caterer is used and is responsible for serving the alcohol, the caterer shall provide an endorsement to Congregation Beth Israel on the certificate of insurance that host liquor liability is included no later than seven (7) business days prior to the event.

If no caterer is used and alcohol will be served, the Lessee shall provide an endorsement to Congregation Beth Israel on the certificate of insurance that host liquor liability is included no later than seven (7) business days prior to the event.

It is the responsibility of the Lessee to ensure that the necessary permits required by the Washington State Liquor and Cannabis Board (Banquet Permit) are obtained to serve alcohol and provided to Congregation Beth Israel no later than seven (7) business days prior to the event. To obtain a banquet permit to serve alcohol, go to <https://lcb.wa.gov/licensing/online-banquet-permit> follow directions to purchase an alcohol permit.

WHETHER LIQUOR/ALCOHOL IS BEING SERVED FOR NOT, THIS FORM IS REQUIRED TO BE FILLED OUT, SIGNED AND RETURNED.

Liquor/Alcohol will be served: [] Yes

Liquor/Alcohol will not be served: [] No

Event Name: _____

Date of event: _____

Lessee's name: _____

Lessee's Signature: _____

Current Date: _____

**Return this agreement to Congregation Beth Israel no later than
7 business days in advance of the event**

CATERER AGREEMENT

(**To be filled out and signed by any caterer booking this event)

This agreement is between Congregation Beth Israel and the Caterer and Lessee

EVENT: _____ **DATE OF EVENT:** _____

The following conditions must be met:

1. No later than 14 business days prior to the event date, the caterer must return the following documents:

- a.) Caterer Agreement form
- b.) Caterer Waiver Agreement Form
- c.) Annual Food Service Permit
- d.) Food Worker card
- e.) Proof of Liability Insurance Coverage in amount of \$1million naming Congregation Beth Israel as an "Additional Insured"

2. Food Guidelines

- Food service must be kosher style. Under no circumstances shall pork, shellfish or meat be brought to the Congregation Beth Israel Campus (inside or outside the facility).
- Food prepared onsite or brought into Congregation Beth Israel's building must adhere to Congregation Beth Israel dietary policies.
- Vegetarian, dairy or fish may be served. Note: only fish that has fins or scales may be served - no shellfish or any sea animals that do not have scales and fins (e.g. shrimp, crab, mussels, clams, catfish, shark...).
- No meat or meat products are served at any time. (Note: fowl is considered a kind of meat).
- No pork, ham or products made with lard may be served or used in conjunction with foods prepared for consumption for the event (e.g. bacon, sausage, box mixes that contain lard, etc.).
- Congregation Beth Israel recognizes food allergies and intolerances can be very serious or life-threatening. Given the cross-reactions, hidden ingredients, and impossibility of 100% enforcement, Congregation Beth Israel can no longer guarantee to be a 'nut-free' facility.
- Nuts and nut products are strongly discouraged at Congregation Beth Israel events (e.g. including peanut, walnut, almond, hazelnut, cashew, pistachio, Brazil nuts and nut products such as nut butters and nut milks).
- As is our current custom, gluten-free foods can continue to be served on a separate table or section.
- In order to avoid any reaction to foods brought to Congregation Beth Israel, all foods should be marked for every dish that are not totally obvious and safe such as oranges, apples, etc. (Note: checklists with a list of the most common foods to which people have reactions to are available).
- All items can be commercially catered, or home baked as long as they are consistent with Congregation Beth Israel's Food Guidelines.

3. If you use the coffee maker or the urns for coffee and hot water make sure they are drained and washed. Leave them to dry on the shelf next to the big sinks.

4. To preserve the sanctity of the religious ceremony conducted in the sanctuary, caterers are requested to refrain from all food preparation and set-up activities during such services, except with prior written authorization.
5. All rooms must be left in the same condition as when they were rented. Charges may be assessed to replace damaged or broken equipment or furniture.
6. If kitchen is used, the caterer must clean up. All surfaces must be cleaned before leaving, including without limitation kitchen floors must be swept and mopped. No food may be left on Congregation Beth Israel property after the event except with prior written authorization. All garbage must be placed in the appropriate garbage or recycling bags at the end of the event and deposited in appropriate outside containers.
7. Caterers are encouraged to be mindful of the environment when planning for an event by avoiding the use of non-recyclable items, including but not limited to plastic water bottles, plastic bags and other items which cannot be recycled. CBI encourages the use of reusable and compostable products such as glass bottles, reusable bags and cups, etc. and provides recycling containers for the disposal of recyclable items.
8. The caterer must supply all their own paper products, cleaning supplies and consumables.
9. No kitchen utensils, pots, pans, cooking utensils, silver, cutlery, china or glassware belonging to Congregation Beth Israel may be used. Caterer must supply everything that is necessary for the preparation and serving of food.
10. The refrigerator/freezer may be used for storing food no more than 24 hours in advance of an event. No food shall be left in the kitchen or refrigerator/freezer at the end of an event.
PLEASE NOTE: CATERER MUST CONTACT ADMINISTRATOR FOR APPROVAL OF FOOD STORAGE OTHER THAN SPECIFIED ABOVE.
11. All State of Washington and Whatcom County laws must be strictly followed.
12. No smoking of any kind, including the use of e-cigarettes or Cannabis products, is permitted in the facility or on CBI premises, including without limitation, patios, playfields, walkways, playgrounds, parking lots and driveways, and other outdoor spaces at any time. This policy applies to all employees, visitors, vendors and guests.
13. It is understood by the caterer that no later than fourteen (14) business days from execution of this agreement the Lessee shall contact the CBI Campus Maintenance & Management Committee or the CBI Facility Manager to confirm arrangements.
14. It is understood that there is no relationship between CBI and the caterer. The caterer has a contractual relationship with the Lessee.

Caterer's Name: _____ Caterer's Signature: _____

Lessee's Name: _____ Lessee's Signature: _____

**Return this agreement to Congregation Beth Israel no later than
14 business days in advance of the event**

CATERER WAIVER AGREEMENT*(**To be filled out and signed by any caterer booking this event)*

The undersigned caterer (including but not limited to the caterer), who is contracted to work in Congregation Beth Israel, 751 San Juan Street, Bellingham, WA 98229 facility, agrees to protect, indemnify, defend and hold harmless Congregation Beth Israel and any Officers, Members of the Board of Directors, congregants, employees and any agents of any of them, against all claims, losses or damages to persons or property, government charges or fines, and other costs arising out of or connected with the event, except those claims arising out of the sole negligence or willful misconduct of Congregation Beth Israel.

AGREED TO AND ACCEPTED BY APPLICANT/CATERER:

 Event Name & Date

 Print name of Caterer Company

 Signature of Caterer/Company Representative Date

 Caterer/Company Contact Information (Phone and e-mail)

**Return this agreement to Congregation Beth Israel no later than
14 business days in advance of the event**

VENDOR AGREEMENT

*(**To be filled out and signed by any vendor booking this event)*

This agreement is between Congregation Beth Israel and the Vendor and Lessee

(Each vendor should fill out a separate form)

EVENT: _____ **DATE OF EVENT:** _____

The following conditions must be met:

1. No later than fourteen (14) business days prior to the event date, the Vendor must return the following documents:

- a.) Vendor Agreement Form
- b.) Vendor Waiver Form
- c.) Proof of Liability Insurance Coverage in amount of \$1 million naming Congregation Beth Israel as "Additional Insured"

2. All rooms must be left in the same condition as when they were rented. Charges may be assessed to replace damaged or broken equipment or furniture.

3. Vendor must supply all their own paper, cleaning supplies and consumables. All garbage must be placed in the appropriate garbage or recycling bags at the end of the event.

4. All City of Bellingham/Whatcom County Laws, including but not limited to the Noise Ordinance which states "any noise which unreasonably disturbs or interferes with the peace, comfort and repose" of neighbors is prohibited at any time. Music provided by a DJ, band or any other source will be allowed outside until 10 P.M. as long as it abides by City of Bellingham/Whatcom County Noise Ordinances Music.

5. No smoking of any kind, including the use of e-cigarettes or Cannabis products, is permitted in the facility or on CBI premises at any time, including without limitation, patios, playfields, walkways, playgrounds, parking lots and driveways, and other outdoor spaces at any time.

6. It is understood by the vendor that no later than fourteen (14) business days from execution of this agreement the Lessee shall contact the Congregation Beth Israel Facility Manager to confirm arrangements pertaining to the facilities use by a vendor.

7. It is understood that there is no relationship between CBI and the vendor. The vendor has a contractual relationship with the Lessee.

Date: _____

Vendor's Name: _____ Vendor's Signature: _____

Lessee's Name: _____ Lessee's Signature: _____

**Return this agreement to Congregation Beth Israel no later than
14 business days in advance of the event**

VENDOR WAIVER AGREEMENT*(**To be filled out and signed by any vendor booking this event)*

The undersigned vendor (including but not limited to the caterer), who is contracted to work in Congregation Beth Israel, 751 San Juan Street, Bellingham, WA 98229 facility, agrees to protect, indemnify, defend and hold harmless Congregation Beth Israel and any Officers, Members of the Board of Directors, congregants, employees and any agents of any of them, against all claims, losses or damages to persons or property, government charges or fines, and other costs arising out of or connected with the event, except those claims arising out of the sole negligence or willful misconduct of Congregation Beth Israel.

AGREED TO AND ACCEPTED BY APPLICANT/VENDOR:

 Event Name & Date

 Print name of Vendor/Company

 Signature of Vendor/Company Representative Date

 Vendor/Company Contact Information (Phone and e-mail)

**Return this agreement to Congregation Beth Israel no later than
14 business days in advance of the event**

EVENT INSPECTION CHECKLIST PRIOR TO EVENT TAKING PLACE

*(**To be filled out and signed by Lessee prior to day of this event)*

Instructions: Please note any issues with the items below, date, sign and give to CBI Office

Kitchen (main floor)	✓
Walls	
Floors	
Equipment	
Sinks	
Appliances (stove, refrigerator, dishwasher, etc.)	
Countertops	
Lights	
Social Hall/Sanctuary	✓
Walls	
Floors	
Equipment if applicable	
Tables/chairs	
Lights/Ceiling Fans	
Foyer/Restrooms	✓
Walls	
Floors	
Countertops	
Sinks/toilets	
Equipment if applicable	
Lights	
All Meeting Rooms	✓
Walls	
Floors	
Tables/chairs	
Equipment if applicable	
Lights	
All Exterior Meeting Areas	✓
Concrete/brick/grass surfaces	
Walls	
Lights	
Tables/chairs	

Date: _____

Lessee's Signature: _____ Lessee's Name (printed): _____

EVENT CLEANUP CHECKLIST

*(**To be filled out and signed by Lessee at end of event)*

Instructions: Please initial all applicable spaces/items before leaving building)

Kitchen	✓
Wash all used kitchenware, dishes & counters per signage	
Unplug coffee makers and other small appliances	
Clean up all visible food & trash on floors & tables & place in appropriate dumpster	
Empty ALL trash/recycle containers and dispose in appropriate dumpsters across from the Keshet Entrance (<i>**regardless how full they are</i>)	
Wash Floors/Countertops/Sinks to prevent ants/rodents coming in	
Turn off stove and oven	
Remove all unused food / leave no food in refrigerator (wipe up any spills in refrigerator)	
Turn off lights	
Social Hall	✓
Clean up all visible food & trash on floors, counters, tables and place in appropriate dumpster	
Vacuum carpets to remove all food/debris	
Remove all tablecloths and linens (CBI owned tablecloths should be placed in laundry baskets in main floor kitchen after use)	
Remove & dispose all decorations in appropriate trash dumpsters (including but not limited to balloons, flowers, paper decorations, etc)	
Return all tables/chairs used for celebration to designated locations	
Return all video/audio equipment and cords to proper locations	
Replace trash/recycle cans (after emptying) with appropriate liners	
Make sure all outside doors are closed and locked	
Turn off lights	
Restrooms	✓
Empty all garbage containers and dispose in appropriate dumpsters across from Keshet entrance	
Clean floors and countertops	
Turn off lights	
Building	
Insure all doors are secure and locked	
Clean floors	
Clean up all visible food and trash on floors and tables and dispose in appropriate outside	
Return all video/audio equipment and cords to proper locations	
Turn off all lights	
Exterior	✓
Clean up all visible food & trash on floors & tables & place in appropriate dumpster	
Clean up any spillages to prevent ants/rodents coming in	
Return all video/audio equipment and cords to proper locations	
Return all tables/chairs to designated locations	
Turn off lights	

Date: _____

Lessee's Signature: _____ Lessee's Name (printed): _____

For Office Use Only:

Facilities Use Request form			Date Received:
Damage Deposit Received:	Check #	\$	Date Received:
Security Fees:	Check #	\$	Date Received:
50% Room Rental Fee:	Check #	\$	Date Received:
Balance Received:	Check #	\$	Date Received:
Appointment Scheduled with Facility Manager			Date Scheduled:
Rental Procedures & Policies Agreement			Date Received:
All Insurance Liabilities Received:			Date Received:
Caterer Agreement			Date Received:
Vendor Agreement(s)			Date Received:
Use of Liquor/Alcohol Agreement			Date Received:
Vendor Waiver Agreement(s)			Date Received:
Event Inspection Checklist			Date Received:
Event Cleanup Checklist			Date Received:
Damage Deposit Refund <input type="checkbox"/> Yes <input type="checkbox"/> No	CBI Check #	\$	Date Returned:
Overage Fees <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Due: \$		Date: