



CONGREGATION BETH ISRAEL

**FACILITIES RENTAL
POLICY & PROCEDURE INFORMATION**

For Members

GUEST FACILITIES USE POLICY

We are excited that you are considering Congregation Beth Israel (CBI) to host your special event at our facility. It is our intent to work with you to make your event experience one that meets your event objectives, while maintaining the decorum and sanctity of our synagogue. It is our goal to protect our building, as well as our members and guests, so enclosed are a comprehensive set of guidelines and expectations. Please contact the Congregation Beth Facility Manager if you have further questions at facilities@bethisraelbellingham.org.

Subject to limitations, CBI members are eligible for use of CBI's facilities which are consistent with the character, purposes, and physical constraints of the facility.

Eligibility for Use

1. The CBI facility may be rented by CBI members in good standing.
2. A member in good standing is defined as a congregant who is current in all dues, tuition, and fees from the time the agreement is received by CBI through the date of the event.
3. All rental inquiries should be addressed to the CBI Facility Manager at facilities@bethisraelbellingham.org.
4. Request for usage by CBI members may be made up to 2 years prior to the event.
5. Facility reservations will be approved on a first come basis.
6. In the case of financial hardship, contact CBI's President.

Rules of Observance

1. Food service must be kosher style. Under no circumstances shall pork, shellfish or meat be brought to the CBI Campus, inside or outside the facility. (See the Food Guidelines Policy on page 3).
2. Photographers or videographers are not permitted to take any pictures during the religious ceremony except from the rear of the sanctuary and using only ambient light, without flash, additional lighting or floodlight.
3. Permission to bring in special equipment or entertainment apparatus for any event must be obtained from the CBI Facility Manager no later than 20 days in advance of the event.
4. Any rearrangement of furniture, equipment or fixtures belonging to CBI (other than tables or chairs being used for the event) shall not be permitted without prior written permission from the CBI Facility Manager.
5. Decorations which require pasting or fastening, nailing, taping, stapling or tacking on or affixing to walls, doors, light fixtures, floors or ceiling are not allowed, however, the use of "Command Strips" is permissible. All "Command Strips" must be removed at the end of event.
6. The following items are not permitted anywhere on CBI property: candles (with the exception of Shabbat, Havdalah or other ceremonial candles); fireworks; confetti; glitter; birdseed; rice; fog/haze; flowers or potted plants without a protective covering or stand; live animals or similar visual or other enhancements.
7. No pets of any kind are allowed in the CBI facility or on the CBI grounds at any time, except properly trained service animals.
8. 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.
9. Lessees are encouraged to be mindful of the environment when planning for an event by avoiding the use of non-recyclable items. 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.

10. All motorized and non-motorized vehicles, including without limitation bicycles or other means of transportation, must remain on paved surfaces or gravel service roads. Under no circumstances are motorized or non-motorized vehicles allowed to park on the back patio.
11. Unless spaces are being specifically rented, they are off limits during rentals (with the exception of restrooms).

Food Guidelines

1. Food service must be kosher style. Under no circumstances shall pork, shellfish or meat be brought to the CBI Campus (inside or outside the facility).
 - Food prepared onsite or brought into CBI's building must adhere to CBI's 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 such as shrimp, crab, mussels, clams, catfish, shark, etc. may be served).
 - No meat or meat products may be 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.).
 - CBI recognizes food allergies and intolerances can be very serious or life-threatening. Given the cross-reactions, hidden ingredients, and impossibility of 100% enforcement, CBI can no longer guarantee to be a 'nut-free' facility.
 - Nuts and nut products are **strongly discouraged** at CBI's events (e.g. including peanut, walnut, almond, hazelnut, cashew, pistachio, Brazil nuts and nut products such as nut butters and nut milks).
 - As is CBI's current custom, gluten-free foods can continue to be served on a separate table or section and marked as such.
 - In order to avoid any reaction to foods brought to CBI, all food should be marked for every dish that is 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 CBI's Food Guidelines.

Lessee Expectations

1. Any fees, including room rental deposit (50% of total room rental fee), security fees, and damage deposit are due with the signed contract.
2. The balance of the room rental fee is due 60 days before the event.
3. Until the signed facilities rental agreement, including the room rental deposit, damage deposit, and security fees are received, this application is not binding. Without these items, CBI has the right to release the date to another party.
4. Members using the CBI facilities shall be responsible for any loss of equipment, breakage, damage to equipment or physical property, and shall be billed for any such loss, breakage or damage.
5. Lessee has agreed to and is governed by these rules and will hold harmless, indemnify and defend CBI, its directors, officers, employees, agents and volunteers against any claims for injury to persons or property occurring on CBI property from any cause whatsoever. At CBI's sole option, CBI may choose to defend itself and its directors, officers, employees, agents and volunteers for their reasonable costs of such defense including, without limitation, litigation and non-litigation costs, attorney's fees, damages and out of pocket other expenses incurred in their own defense and recovered against them, jointly or severally, through negotiation, mediation, arbitration or litigation.

or similar dispute resolution. Although not required, CBI suggests Lessees purchase event insurance. See the section below regarding Liability, Insurance, and Clean-up.

6. All rental spaces must be returned to pre-rental condition.
7. Members may be assessed additional costs, including without limitation cleaning fees if the space(s) rented is not left in the pre-rental condition, and other damages are incurred as a result of renting the facility, etc.
8. If there are no additional costs due after the event, including without limitation to security fees, damages, extra cleaning fees, etc., the damage deposit will be refunded in full to the Lessee. In the event there are additional costs due, they will be taken out of the damage deposit. An itemized list of additional costs will be provided to the Lessee within fourteen (14) business days after the event.

Government Regulations

1. All exit doors must be unobstructed in accordance with the State of Washington and Whatcom County codes. No tables, decorations, floral arrangement or trees may be placed in front of any door or exit.
2. It is the responsibility of the Lessee to obtain any licenses, permits or consent from public authorities (Washington State/Whatcom County/City of Bellingham) where the nature of the use requires such special permit, including without limitation, permits required by the Washington State Liquor and Cannabis Board.
3. Lessee acknowledges that according to the City of Bellingham/Whatcom County Noise Ordinances “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.

Vendor Guidelines

1. In order for Third-party Service Providers/Vendors (i.e. caterers, party planners, florists, DJs, musicians or other agents) to use the CBI facility, they must have the following materials on file with Congregation Beth Israel prior to the event:
 - Signed Caterer Agreement (for caterer’s only)
 - Signed Vendor Agreement (one per vendor)
 - Signed Vendor Waiver Agreement (one per caterer and vendor)
 - Proof of General Liability coverage in minimum amount of \$1,000,000 naming Congregation Beth Israel as an “Additional Insured” party

Security

1. It is in the best interest of all parties to have security on site during an event.
2. Lessees are required to pay for security fees during the event as part of the rental fee except by prior written authorization. (Note: members renting space for Bar/Bat Mitzvah events will not be required to pay for security fees during the religious portion of the event).
3. Lessees may be assessed additional costs if the event requires more security involvements than initially contemplated by the rental application and any such costs will be taken out of the damage deposit.

Liability, Insurance, and Clean-up

1. Lessee agrees to be responsible for any and all damages or loss to CBI’s land, building, facilities, and other property and agrees to indemnify and hold CBI harmless from any and all claims for loss, injury, or damage to any person or property while on CBI’s premises, arising out of the

- negligence or intentional acts of Lessee, any person attending the above-described function or of any contractor hired or working with the Lessee. Lessee further agrees to indemnify, defend, and hold CBI harmless from, any and all claims and liabilities arising from the service of food and/or alcoholic beverages to members and guests of Lessee whether such liabilities arise from an occurrence on or off the premises.
2. At the option of the Lessee, the Lessee may purchase event insurance to protect Lessee and CBI from any potential damages including, but not limited to, those listed above. Such insurance shall be General Liability coverage protecting the Lessee at least against the above perils in the minimum amount of \$1,000,000 and naming CBI as an "Additional Insured." Information regarding purchasing such insurance is available from the CBI Facilities Representative.
 3. Lessee is responsible for full clean-up of portion of CBI facilities rented by the Lessee to the conditions prior to Lessee's taking possession of the leased premises. Clean-up shall be complete no later than three hours after the conclusion of the event unless written extension of this time shall be obtained prior to the event. Any clean-up costs incurred by CBI for the event shall first be deducted from the damage deposit and then collected from the Lessee.

Cancellation Policy

1. Lessee agrees that the CBI President or his/her designee has the right at his/her discretion to cancel any event due to severe weather, emergencies, or other extenuating circumstances. Failure of Lessee to fulfill religious requirements for life cycle events, including but not limited to Bar/Bat Mitzvah or wedding readiness, is not considered as extenuating circumstances and CBI is not liable for any damages incurred by Lessee as a consequence of this failure.
2. Refunds or other accommodations may be made in such circumstances at the discretion of CBI.
3. The Lessee assumes all liability for all vendors if Lessee cancels for any reasons. In such cases Lessee forfeits all previously paid fees to CBI and shall be liable for additional costs that CBI may incur or be liable for as a result of cancellation.

Final Arrangements:

1. Final room arrangements, other details and final payment should be received by the CBI Facility Manager no later than fourteen (14) business days prior to the event.
2. If Lessee requests to set up tables and chairs prior to the day of the event, it is up to the Lessee to get prior written authorization from the CBI Facilities Representative to ensure the space is not being used by someone else.