

## FREQUENTLY ASKED QUESTIONS

- 1) Who should I contact to talk about reserving space for an event at Congregation Beth Israel?**  
*Special member events including but not limited to B'nai Mitzvah celebrations, wedding celebrations or other special events should contact [events.rentals@bethisraelbellingham.org](mailto:events.rentals@bethisraelbellingham.org). If Congregation Beth Israel committees/ chaverim want to reserve space at CBI, they should contact the CBI Office at [office@bethisraelbellingham.org](mailto:office@bethisraelbellingham.org) to check availability and to reserve space.*
- 2) How long in advance can I reserve space for my event at Congregation Beth Israel?**  
*Congregation Beth Israel members may reserve space up to 2 years prior to an event and no later than 14 days prior to an event. Non-Congregation Beth Israel members may reserve space up to 1 year prior to an event and no later than 14 days prior to an event.*
- 3) What if two people want to reserve space on the same date?**  
*Facility reservations will be approved on a first come basis, using the Facilities Request Form.*
- 4) If I can't use the date I reserved, can I let someone else of my choosing use the date?**  
*No. Dates may not be assigned by one individual/organization to another individual/organization. In some cases, there may already be a waiting list for a particular date.*
- 5) Is there a publicly available calendar of bookings so that people can plan for future events?**  
*Anyone interested in a date should contact the CBI Office at [office@bethisraelbellingham.org](mailto:office@bethisraelbellingham.org) regarding inquiries.*
- 6) Why do we have to pay to rent space at CBI when I'm a dues paying member?**  
*Rental fees enable ongoing building maintenance of our synagogue, inside and outside and offer specific benefits to CBI members only. The revised changes in rental fees, damage deposits, the option to self-insure against damages and or loss during an event, utilizing a caterer of your choice or bringing in your own food, setting up for an event the day before at no cost and not having to drive to another outside facility venue, make renting space from CBI more attractive and cost effective for members. Scheduling a time to meet with a member of the Events & Rentals Committee to review and discuss the Events & Rentals Policy & Procedure Information Packet will help members better understand the opportunities of the facility and necessity of charging members rental fees.*
- 7) Why do I need to jump through hoops for renting space in my own synagogue?**  
*In order to ensure that all protections are in place for our synagogue facility, it is necessary to include all relevant policies, procedures and expectations in the facilities agreement. Comparable event spaces require similar assurances and we would not be fulfilling our responsibilities to Congregation Beth Israel and its members if we did not take every opportunity to ensure the integrity of our facility and our assets.*
- 8) How do facility rental fees compare with other similar venues in the area?**  
*Facility rental fees were collected from similar size Jewish congregation facilities in the Northwest as well as some local Bellingham facility venues. Congregation Beth Israel has created a special rental fee structure for members that is comparable or less in many cases to other similar venues and facilities in the area.*

As of July, 2021, here are a few local venues including pertinent rental information:

<b>FACILITY RATES FOR</b>	<b>COMPARABLE VENUES IN</b>	<b>BELLINGHAM</b>	
Depot Market Square	\$100 per hr / 4 hr minimum	No reserved parking	8 am – midnight daily
“ “ “	\$130 per hr / 4 hr minimum	Reserved parking	8 am – midnight daily
Lightcatcher Building (lobby & hall)	\$1000	No reserved parking	5 pm – midnight
“ “ (entire facility)	\$2700	No reserved parking	5 pm – midnight
Old City Hall (rotunda & mezzanine)	\$200 per hr / \$1000 per evening	No reserved parking	5 pm – midnight
Baker Creek Place (upstairs room)	\$200 (seats 24)	Onsite parking	All Day
“ “ (downstairs conf room)	\$250 (seats 45)	Onsite parking	All Day
“ “ (banquet room)	\$1000 (seats 200)	Onsite parking	All Day
Majestic Ballroom	\$1100 - \$2000	No reserved parking	Fees based on day & total hrs
Broadway Hall	\$900 - \$1800	No reserved parking	Fees based on day & total hrs
Squalicum Boat House	\$500 - \$1900 (seats 80)	No reserved parking	Fees based on day & total hrs

<b>FACILITY RATES FOR</b>	<b>MEMBERS</b>	<b>NON MEMBERS</b>	<b>NOT FOR PROFIT ORGs</b>		
Social Hall, Sanctuary & back patio (seats 675)	\$100 per hr \$50 per hr (M-Th)	\$200 per hr	\$125 per hr	Onsite parking	Option to self-insure against damages or loss for CBI Members only
Damage Deposit	\$250	\$500	\$500		
Beit Midrash & Beit Midrash patio (seats 35)	\$60 per hr \$35 per hr (M-Th)	\$100 per hr	\$75 per hr	Onsite parking	Option to self-insure against damages or loss for CBI Members only
Damage Deposit	\$200	\$250	\$250		
Multi-purpose room (seats 28)	\$50 per hr \$25 per hr (M-Th)	\$80 per hr	\$60 per hr	Onsite parking	Option to self-insure against damages or loss for CBI Members only
Damage Deposit	\$100	\$150	\$150		
Library (seats 55)	\$60 per hr \$35 per hr (M-Th)	\$100 per hr	\$75 per hr	Onsite parking	Option to self-insure against damages or loss for CBI Members only
Damage Deposit	\$200	\$250	\$250		
Preschool classroom (seats 53)	\$30 per hr \$20 per hr (M-Th)	\$50 per hr	\$40 per hr	Onsite parking	Option to self-insure against damages or loss for CBI Members only
Damage Deposit	\$100	\$150	\$150		
Resource Kitchen	\$30 per hr \$20 pr hr (M-Th)	\$50 per hr	\$40 per hr	Onsite parking	Option to self-insure against damages or loss for CBI Members only
Damage Deposit	\$200	\$250	\$250		
Classrooms 1-10	\$20 per hr	\$25 per hr	\$20 per hr	Onsite parking	Option to self-insure against damages or loss for CBI Members only
*Damage Deposit: depends on how many rooms are rented	*TBD	*TBD	*TBD		

\*\*There is a 2 hr minimum for

All CBI room rentals

\*\*\*Security Service Fees

\$38 per hr

3.5 hrs min

for all room rentals (see #24)

**9) As a member, can I reserve space for an event for an organization’s or a non-member event?**

Each organization must apply to rent space at the Congregation Beth Israel facility on its own. There are separate rental rates for members, non-members or not-for-profit organizations.

**10) What equipment is included in the rental fees?**

*The following are included in the rental fees: 7-large pop up tents; 2-small pop up tents; 175 non-folding chairs; 200 folding chairs; 15-5ft round tables; 16-4ft rectangular tables; 6-8ft rectangular tables; normal use of water, electricity, phones and WiFi.*

**11) Can I set up for my event the day before?**

*If the rental space is not being used the day before, Congregation Beth Israel will offer the option of day before setup for members only at no additional cost. Please note that other venues charge renters to set up for their events in advance of their event.*

**12) Can I attach decorations to the walls?**

*Only “Command” Strips may be used to attach decorations to the walls. Decorations which require pasting, fastening, nailing, taping, stapling or tacking to walls, doors, light fixtures, floors or ceiling by any other means are not allowed. If “Command” Strips are used, they must be removed at the end of the event.*

**13) Do I need to clean up immediately after the event or can I clean up the next day?**

*Cleanup must be done immediately following an event. All rental spaces must be returned to pre-rental condition including but not limited to any tent/table/chair setup and garbage from the event must be disposed of in the applicable outside garbage containers. A cleanup checklist is provided as part of the facilities packet.*

**14) What is the threshold for deciding if a particular booking is a Congregation Beth Israel covered or not covered event and what is the difference in fee structure and required documentation for members and non-members?**

*Congregation Beth Israel covered events include CBI committee/group/chaverim meetings for members. Committee/group/chaverim meetings are not required to fill out paperwork or pay rental fees to use space at CBI, however, use is based on availability. Groups CANNOT show up without prior confirmation of space. Inquiries should be directed to the CBI Office at [office@bethisraelbellingham.org](mailto:office@bethisraelbellingham.org). Examples of CBI covered events include the Membership Committee holding a New Members Ice Cream Social, Brotherhood holding a BBQ fundraiser for its members, a regular knitting group, NFTY holding a movie night for the Congregation Beth Israel, etc..*

*The rental policies requiring applicable paperwork and facility rental fees include special events for members, including but not limited to B'nai Mitzvahs, weddings, special member parties, etc. All non-member and not-for-profit organization's events require special liability insurance coverage, applicable paperwork, facility rental fees. For more information, contact [events.rentals@bethisraelbellingham.org](mailto:events.rentals@bethisraelbellingham.org)*

**15) Do I need to purchase special liability insurance coverage naming CBI as additional insured for an event I'm holding at CBI when CBI already has insurance?**

*CBI members (only) are no longer required to purchase special liability insurance coverage. Members now have the option of purchasing event insurance to protect the Lessee and CBI for any and all damages or loss to CBI's land, building, facilities and other property while on CBI's premises. If members choose not to purchase special liability insurance coverage they will have to agree to be responsible for any and all damages or loss incurred during the event.*

*In order for non-members and not-for-profit organizations to rent space at CBI, they must purchase event liability insurance coverage to protect the Lessee and CBI for any and all damages or loss to CBI's land, building, facilities and other property while on CBI's premises.*

**16) Can I purchase the special liability insurance coverage from my personal insurance company or am I obligated to purchase it from a specific insurance company?**

*Lessees may choose to purchase from their personal insurance company as long as it meets the requirements of the CBI agreement, or they may choose to purchase it from another third party insurance company as noted in the Facilities Packet. If alcohol will be served at an event, this must be noted when liability insurance is obtained, otherwise the liability insurance coverage is null and void.*

**17) Why does the caterer or vendor that I'm hiring for my event have to purchase special liability insurance naming CBI as additional insured?**

*Any caterer or vendor hired for a CBI event must underwrite his/her services by providing liability insurance coverage naming Congregation Beth Israel as an "additional insured." This will protect CBI from any injury or any damages incurred as a result of the service provided by the caterer or vendor.*

**18) If a CBI member hires people to help at my event who do not have a business, do they need to provide any kind of insurance?**

*No. CBI understands that members often ask friends or hire people who do not have registered businesses to help with their event. Members should be aware that they will personally be responsible for any injury or damages incurred during an event as a result of people helping at the event without registered businesses.*

**19) Am I responsible to obtain a permit to serve alcohol at my event?**

*Yes. Proof of a one-time Banquet Permit for an event serving alcohol must be purchased a minimum of 7 days prior to the event and posted on CBI's premises the day of the event. This allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Applications for permits may be obtained at the following website: <https://lcb.wa.gov/licensing/online-banquet-permit>*

**20) If my event is being held completely on exterior grounds of CBI, am I still obligated to observe the kosher style food guidelines policy?**

*Yes. The kosher style food guideline policy applies to all events on the CBI campus, regardless whether held inside or outside.*

**21) Can my caterer use the CBI kitchens?**

*Yes. Caterers may use the CBI kitchens, however, they must supply everything that is necessary for the preparation and serving of food (i.e. knives, cutlery, bowls, etc.). If the kitchens are used, all appliances and surfaces must be cleaned at the end of the event. No food may be left on CBI property after event.*

**22) How important is recycling when hosting a special event at CBI?**

*All vendors hired to cater events at CBI as well as anyone else helping to serve food are encouraged to be mindful of the environment when planning for an event. CBI encourages the use of reusable and compostable products such as glass bottles, reusable bags and cups, etc. Recycling containers for the disposal of recyclable items are provided.*

**23) Do I have the option of not paying for Security Service fees at my event?**

*Members, non-members and not-for-profit organizations are required to pay Security Service Fees during the event as part of the rental fee except by prior written authorization. Members renting space for B'nai Mitzvah events will not be required to pay for security personnel during the religious portion of the event and for the first hour immediately following the B'nai Mitzvah service. (See additional clarification under #29).*

**24) Why is it important to charge a Security Service Fee for my event? The Security Service Fee will provide the following:**

- *Someone who will open and close the building and front gate for an event*
- *A trained security professional who ensures the building and property are safely protected*
- *Someone who can handle emergencies that might arise during an event (i.e. medical emergencies, building emergencies, etc.)*
- *Someone who can check to make sure all doors are locked and people have left before lock up*
- *This is a pass through cost to renters. Renters are charged only what CBI is charged for this service.*

**25) I would like to invite the Rabbi from my former congregation to officiate my lifecycle event, is this ok?**

*If a member desires to have another Rabbi officiate a service at CBI, written permission must be obtained by the Rabbi of CBI to allow this to take place.*

**26) I would like to invite another Cantorial Soloist or musician to perform in my lifecycle event, is this ok?**

*If a member desires to have another Cantorial Soloist or musician perform in his/her lifecycle event, written permission must be obtained by the Rabbi of CBI and Cantorial Soloist to allow this to take place.*

**27) If my caterer has been contracted for previous lifecycle events at CBI, does she/he still need to provide proof copies of her/his caterer's annual food service permit, caterer's food worker card and certificate of liability insurance coverage naming CBI as an additional insured?**

*As long as a caterer has provided proof to CBI of his/her current caterer's annual food service permit, food worker card and current certificate of liability insurance coverage naming congregation Beth Israel as an "additional insured" (without specific event dates), they will be kept on file and can be used for another member's event for the remainder of the caterer's insurance policy in their policy year.*

**28) If my vendor (i.e. DJ, photographer, etc.) has been contracted for previous lifecycle events at CBI, does she/he still need to provide proof of her/his certificate of liability insurance coverage naming CBI as an additional insured?**

*As long as a vendor has provided proof to CBI of his/her certificate of liability insurance coverage naming congregation Beth Israel as an "additional insured" (without specific event dates), it will be kept on file and can be used for another member's event for the remainder of the vendor's insurance policy in their policy year.*

**29) We plan to rent another space outside of CBI to celebrate our child's Bar/Bat Mitzvah, do we need to host anything for the CBI members at the end of the Saturday service?**

*Yes. Per CBI's B'nai Mitzvah guidelines, a light Kiddush luncheon for the congregation should be provided for CBI members and guests immediately following the service but a full celebration is not required. The Social Hall and or Foyer will be available for use for one (1) hour immediately following the Shabbat service at no cost to the member. Cleanup is the responsibility of the member hosting the light Kiddush luncheon. For a longer B'nai Mitzvah celebration, rental fees will begin on the second hour after the Bar/Bat Mitzvah service concludes (i.e. B'nai Mitzvah service 10 am to 12 pm – no charge; 12 pm to 1 pm – no charge; 2 pm and onward – rental fees would begin at the hourly rate for the specific room(s) rented at CBI.*

**30) What if I can't afford to pay to rent space at CBI?**

*In the case of financial hardship, contact Congregation Beth Israel's President.*