



BUILDING USE AGREEMENT

Temple Beth Hatfiloh reserves the right to move user group gatherings to a similar space or notify them in time to make other arrangements should Temple activities conflict with same date and time.

Day/Date Requested _____ Recurring Event? _____

Group/Activity _____

Start time of rental: _____ End time of rental: _____
(Include set-up and clean-up time)

Rooms Requested _____

Description of Use _____

Will food or drink be served? _____ If so, please describe on next page.

Contact Person: _____

Address: _____

Phone (day): _____ Phone (evening) _____

Email Address : _____

Please check each box, sign below, and fill out the following page on fees:

- Included with this application is a refundable cleaning deposit of \$150.
- I have read and agree to comply with the Building Use Policy of Temple Beth Hatfiloh.
- As contact person, I agree to the payment indicated on the back of this form at least two weeks before the event. If payment is not received by that time, then the event is cancelled.
- I agree to give Temple Beth Hatfiloh documentation of our 501(3)c status (if applicable).
- Temple Beth Hatfiloh or its officers will not be held liable for negligence for any accident or injury incurred on the property. I have read and agree to comply with the Building Use Policy of Temple Beth Hatfiloh (see guideline #2 in Building Use Policy).

Signature _____ Date _____

To secure your reservation, return a signed copy of the contract along with deposit to:
Temple Beth Hatfiloh, 201 8th Avenue, Olympia, WA 98501

Fee Schedule

User Group _____ Date of Use _____

Contact Information: _____

Rooms Available	Partial Day (4 hours or less)	Full Day (over 4 hours)	Fee
Sanctuary (226 fixed seats, 46 moveable)			
Under 100	\$150	\$200	_____
100 or more	\$200	\$250	_____
Social Hall (150, seated 100 max)	\$175	\$250	_____
Kitchen Use (please describe below)			
Limited	\$ 35	\$ 50	_____
Full	\$175	\$200	_____
Classroom Use (11-30 capacity)			
Number of Classrooms: _____			
Per classroom fee:	\$ 50	\$ 75	_____
Additional fee for use of 101+102 and serving of food:	\$ 50	\$ 50	_____
Extra fees:			
Use of sound system:	\$ 20	\$ 30	_____
Use of Sanctuary Projector:	\$ 50	\$ 50	_____

Estimated total fees: _____

If you are planning to use the kitchen or serve food or drink, please describe proposed use and what will be served

If you have entered in anything other than the stated fees, please explain below:

BUILDING USE POLICY

AVAILABILITY – Use of the Temple Beth Hatfiloh (TBH) building shall be open to non-profit and community groups, subject to approval. A limited number of rentals can be made to for-profit groups in each calendar year.

Applications to use the TBH building should be submitted in writing to the Temple Office at least two weeks in advance of proposed use. New requests for building use will be reviewed for approval by the TBH Executive Committee, which will review requests to make sure groups and activities are: 1) appropriate in Jewish tradition and liturgy; 2) comport with community standards and norms; and 3) do not directly or indirectly involve the synagogue in inappropriate activities or campaigns. Any special requests or disputes will be directed to the TBH Board for review.

NOTE: If you are serving food, please read Guideline #9 and specify in your application what food you will be serving. If you want to use the building on Friday or Saturday please review Guideline #18 carefully to make sure that your use does not conflict with Shabbat (the Jewish Sabbath).

GUIDELINES:

1. The contact Person for the user group is responsible for seeing that all building use regulations are fully implemented. TBH will provide a host who will serve as a liaison between TBH and the user group. The host will orient users to the building and serve as a resource, and a checklist will be provided.
2. Temple Beth Hatfiloh will be provided with a Certificate of Liability Insurance confirming \$1,000,000.00 of General Liability coverage, naming TBH either as (a) an additional insured on the lessee's existing General Liability Business Insurance Policy or (b) as a named insured, in addition to the lessee, on an event insurance policy. Proof of coverage must be provided to the TBH Office no less than 14 days prior to the event. Contact the TBH Office if you have difficulty providing this certification.
3. Alcoholic beverages may be served subject to prior approval by TBH. The building user must obtain proper permissions such as banquet licenses, etc. to serve alcohol and provide a copy of the permit to TBH.
4. If a film will be screened at the event, then the user group must obtain proper permissions and provide a copy of that permission to TBH.
5. The five designated TBH parking spaces by the Office entrance are only available with prior approval from TBH. Please note the parking lot adjacent to TBH (between TBH and Franklin Street) is not owned by TBH. It is not available for parking during regular business hours, Monday-Friday, 8:00 a.m.-5:00 p.m., and violators may be towed. Although it is generally available for parking outside those times, TBH is not responsible for vehicles parked in this lot. It is the responsibility of the user to inform attendees of the parking guidelines.
6. There will be a refundable \$50 key card deposit, refunded when keys are returned. Keys are to be returned to the Temple Office during business hours no later than the next business day following the event
7. There will be no smoking in the TBH building or on the TBH grounds. Use of flammable items (e.g. candles) requires prior approval. No holes may be made in any walls or wood surfaces. Thumb tacks or non-blue tape may not be used. Blue (non-permanent) tape is allowed.
8. Use of the kitchen requires user instruction. The kitchen is to be left clean following instructions and checklist in the temple kitchen binder. Food or drink is allowed only in the kitchen, social hall area,

and rooms 101 and 102. No food or drinks (except for water) are permitted in carpeted areas.

9. Because this is a Jewish institution, all food must abide by the congregational food policy and Jewish dietary traditions. No meat, poultry, shellfish, or foods containing ingredients of meat, poultry, or shellfish may be brought into the building. Dairy, vegetarian, eggs, and some types of fish (including tuna and salmon) are allowed. **If you plan to serve food, please submit your menu for approval.**
10. Building users must be out of the building by no later than 9:00 p.m. unless other arrangements have been made.
11. TBH strives to be environmentally conscious, and maintains a compost and recycling program. Building users must adhere to our practices. Bins for recycling, trash, and food waste are outside the exit next to the kitchen. Food waste **must** be in compostable garbage bags. All waste generated by the building user will be removed from the building and disposed of properly. Space permitting, the outside bins can be used for trash generated by the user group. If the bins are full, then the user group is responsible for either taking all trash generated by the user group or paying additional disposal fees.
12. When the user group has completed the program, the room and facilities will be restored to their original condition. Restrooms are to be left in a reasonable order. The user group is responsible for emptying trash from the restrooms. Cleaning supplies and trash bags are in the closet by the kitchen. If needed, surfaces should be wiped down and floors swept.
13. Cleaning and set-up service is available at a rate of \$40.00/hour. Estimates will be given prior to the event.
14. For larger events (50 persons or more), especially if food is included, the user group may be required to hire a cleaning service following the close of the event. Failure to follow the cleaning checklist provided may result cleaning fees being assessed and for some or all of the \$150 cleaning deposit to be retained by TBH.
15. The user is responsible for locking all doors, turning off all lights, and making sure all windows are closed and locked before leaving. The doors to the sanctuary and the door by the kitchen to the alley should be carefully checked. The alarm should be activated on departure.
16. The user agrees to be responsible for any damages and report them to the TBH Office. The Executive Committee will determine charges for the damages.
17. If the building use rules are not upheld, the user group may be responsible for paying additional fees. It is the responsibility of the user group to clarify beforehand any building use questions they might have.
18. The building is not available for use on Friday evening and daytime Saturday because of Shabbat (the Jewish Sabbath), and on many other Jewish holidays and observances (dates available upon request). Shabbat begins 18 minutes before sunset on Friday night and concludes 40 minutes after sundown on Saturday. The building must be vacated before the start of Shabbat, and it is not available for set-up or any entrance until the conclusion of Shabbat.

BUILDING USE CHECKLIST

We are happy that you have chosen to have your event at Temple Beth Hatfiloh (TBH). Please be sure that you have reviewed our Building Use Policy carefully and that you have clarified any questions you might have. If the building use rules are not upheld, you may be responsible for paying additional fees. **Please sign this checklist and put it in the office mailbox after your event is over.**

- Building was used only for the time period specified in the building use agreement and only rooms and equipment identified in the agreement were used.
- Food or drink was only allowed in the kitchen, social hall area and rooms 101, 102, 103. Kitchen use was as agreed to prior to the building rental.
- The room and facilities have been restored to their original condition. If needed, surfaces have been wiped down and floors swept.
- All trash generated by the event has been removed from the building and either placed in the bins outside the building or taken by us. This includes trash from the bathrooms.
- No holes were made in any walls or wood surfaces. No smoking was permitted in or outside the building.
- All doors will be locked before leaving, all lights turned off, all windows closed, and the alarm will be activated. If there is another user in the building when you leave, be sure to speak with them before leaving. (If your use included the sanctuary or social hall, be sure that the sanctuary doors are locked and all lights, including bathroom lights, are turned off.)

We hope that your rental of our building went smoothly. Please list below any issues that you had with your building rental. Also, list any damages that you noticed or that occurred during your rental.

In signing this checklist,

I acknowledge that _____ (name of user group) may be held responsible for paying additional fees if any building use rules were not upheld:

Signature of Contact Person

Date