

BETH ABRAHAM CONGREGATION

Rules and Regulations for Use of Facilities

Although we wish to be as accommodating as possible to users of the shul, we strive to adhere to strict guidelines for the benefit of all.

The weekly Kiddush at Beth Abraham/Hertzberg's follows several long-standing traditions that need to be respected by the renters, which include the serving of kugels and herring supplied by the shul. Renters who wish to bring in additional food may do so at their own expense. (Food supplied by non-members or their caterers must be under strict kosher supervision.

Rental of the hall includes the all-purpose room and the kitchen facilities. Under no circumstances should food be brought into the sanctuary area. Nor may the furniture in the sanctuary be moved without specific permission. The tables and chairs in the all-purpose room may be moved, but must be returned to the configuration in which they were found. The shul's rental agent will provide details.

The all-purpose room can be rented for any or all Shabbos meals, subject to the following restrictions. Shabbos lunch may not be set up before completion of the shul Kiddush (to which all congregants are invited). If a renter wishes to use facilities for a Shalosh Seudos, all congregants must be invited; speakers must be cleared in advance with the rental agent.

All rental fees must be paid at least one week before the event. A \$100 non-refundable deposit will be charged for holding the date; this deposit will be applied to (deducted from) the full rental fee when it becomes due. In addition, there is a \$75 deposit required as a cleaning fee – which will be refunded to the renter if the facilities are returned to the condition in which they were found. (See cleaning rules.)

The rental agent will give the keys to the kitchen/hall to the renter and/or caterer one day prior to the event, provided that a rental contract has been signed and the fees paid. (Earlier access can be provided by special arrangement.) Keys must be returned promptly to the rental agent within 24 hours of completion of the event.

Renters are entitled to participate in regularly scheduled shul services, and may request special honors/aliyahs from the gabbai. The shul will make every effort to accommodate these requests if they do not conflict with prior commitments.

Cleaning Rules

Renters or their caterers are responsible for cleaning and maintaining the facilities.

All food not supplied by the shul must be removed following the event, including that left in the refrigerator, freezer, or oven. This includes half-bottles of anything, including soda.

Any spills in refrigerator, freezer and counter needs to be addressed and cleaned thoroughly. Floors need to be swept, and spills mopped up. (Any hard-burnt old stains are the shul's responsibility).

For purposes of cleaning the kitchen, the renter must supply garbage bags, paper towels/or rags, dish soap with a reliable hecsher and other cleaning supplies.

The \$75 cleaning fee will be applied to cleaning the facilities, removing food from the kitchen, and straightening the social hall. It will be refunded if these tasks are done by the renter or caterer.