

# Temple Beth David

9677 Longden Avenue • Temple City, California 91780 • (626) 287-9994 • FAX (626) 287-2846

## Facilities Request Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Requested Date of Event \_\_\_\_\_ Event Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of People Attending \_\_\_\_\_

Time Temple building needs to be opened for Setup \_\_\_\_\_

Are you a Temple Member:  Yes  No

### Facilities Needed

Sanctuary  Social Hall  Kitchen with Social Hall  Courtyard

Is access to the kitchen needed before the date/time of your function:  Yes  No

If the kitchen is needed, for what purpose:

Reheating Food  Cooking Food  Name of Caterer \_\_\_\_\_

Note: If not using Temple Beth David caterer Chefelle, additional \$75 charge for kitchen assistant required.

Any Special Kitchen Requests: (**Subject to Approval**)

\_\_\_\_\_  
\_\_\_\_\_

Please check, which parts of the Temple you plan to decorate and provide details on decorations.

Sanctuary  Temple Chuppah  Social Hall  Lobby  Courtyard  Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Fees

Check All That Apply:

- No Charge - Member Sanctuary  \$350 Member Social Hall
- \$500 Non-Member Sanctuary  \$750 Non-Member Social Hall
- \$200 Refundable Cleaning Deposit
- \$200 Bar/Bat Mitzvah with Friday evening **Party Celebration**
- \$100 Bar/Bat Mitzvah Friday or Saturday **Family dinner**
- No Charge – Bar/Bat Mitzvah with **NO Party Celebration** on Friday evening
- \$75 Non Chefelle caterer charge

To Secure Your Date:

- Fill out, sign and date the **Facilities Request Form**.
- Sign and date the **Rental Fees** document.
- Sign and date the **Rental Rules and Regulations** document.
- Make an extra copy of these forms and keep them for your records.
- Enclose all forms and a check for the amount due and send to **Temple Beth David, ATTN: Rental Chair**.
- **Total Amount Due \$** \_\_\_\_\_ **Amount Enclosed \$** \_\_\_\_\_ **New Balance \$** \_\_\_\_\_

I have read and agree to the rules and fees contained herein \_\_\_\_\_ Date \_\_\_\_\_

Signature of Renter

For Office Use Only

Rental Chair Approval

Treasurer Approval

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## Rental Fees

### Temple Building Access Fee

**Members and Non-Members - \$25 per hour minimum fee**

This charge will only be incurred for access to the Temple building when a Temple representative is not available to be onsite.

### Sanctuary Fees

**Members in Good Standing – No Charge**

**Non-Members - \$500.00**

### Social Hall Fees

**Members in Good Standing - \$350 (Saturday – Friday Afternoon Life-Cycle Event)**

**Bar/Bat Mitzvah with Friday evening Party Celebration - \$200.00**

**Bar/Bat Mitzvah with NO Friday evening Party Celebration – No Charge**

**Bar/Bat Mitzvah with Friday or Saturday evening Family Dinner - \$100**

**Non-Members - \$750 (Only for the room, tables and chairs)**

**\$200 Deposit (Will be refunded if Rented Facilities are left in the same condition as found)**

### Oneg Sponsoring

If the life-cycle event is on a Friday night and you also wish to sponsor the Oneg, then you must fill out the appropriate Oneg forms too. Please contact the office or visit our website at

[http://www.templebd.com/sponsor\\_an\\_oneg.htm](http://www.templebd.com/sponsor_an_oneg.htm) for more information.

A **deposit of 50%** of the total fee will be due with the completed paperwork to hold the date requested.

The remaining **50%** will be due **90 days** before the event, to be billed by the TBD office. If the request is made for use within **90 days**, the entire amount is due.

**Non-members** will be required to use our in-house caterer, **Celebrations**. **Members** may choose between **Celebrations** or make their own arrangements.

Any parts of the Facilities used are to be left neat and clean. **This includes bringing trash to front bins, wiping counters, sweeping kitchen floor, disposing of all decorations appropriately and picking-up the social hall.** The use of the deposit will be on a sliding scale. If TBD plates, utensils, etc. are used there will be a charge for washing and putting them away. This will be deducted from the deposit and needs to be arranged prior to the event. Contact **Celebrations** at **(626) 305-7433** for more information on usage of utensils and place settings etc.

### Other Situations That May Occur

**Funerals** – There is no charge for the use of the facilities for temple members; a donation made to the temple would be appreciated.

I have read and agree to the fees herein \_\_\_\_\_ Date \_\_\_\_\_

Signature of Renter

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Rental Chair Approval

Treasurer Approval

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## Rental Rules and Regulations

### 1. Sanctuary

- The Temple Beth David's Clergy will preside over all religious / life cycle events at the Temple unless other arrangements have been with the Clergy.
- Decorations are limited to ribbons and flowers.
- The organ or piano may be used. **They may not be moved.** (Coordinate with the Temple's Cantor, two weeks prior to the event.)
- Notify the Temple Office if the Temple chuppah is required.
- No food or drink is permitted in the Sanctuary.

### 2. Kitchen

- The kitchen contents and utensils cannot be used without prior arrangements.
- No pork or shellfish are permitted within the Temple.
- The kitchen must be left clean.

### 3. Social Hall and Entire Facilities During Your Use

- Only appropriate life cycle functions are permitted on Shabbat. Set up for Saturday evening function is allowed.
- Setup time for decorations or rehearsal must be arranged with the Rental Chair. A responsible person must be present at all times until closing.
- All facilities must be left presentable and clean, to avoid having clean up fees deducted from the security deposit. **All cleaning must be completed on the same day as the event.**
- The Renter using the Temple facilities is responsible for any losses or damages to the Temple property and will be billed for any such loss or damage.
- Meetings or functions must be held in assigned rooms. Only "wallsaver" or "masking" tape may be used to affix decorations etc. to the walls and only to non-painted surfaces in the Social Hall.
- Linen and tablecloths are not available for general use, unless prior arrangements have been made with the Temple office, and a fee is charged.
- The Temple assumes no liability or responsibility for any personal property.
- All local ordinances regarding curfew, noise, crowd size, etc. must be obeyed.
- The trash dumpster is located on the east side of the parking lot. Trash from the kitchen must be taken out the back door of the kitchen and around the east side of the building to the dumpster, and **not through the lobby.**
- The Rental Chair may authorize special requests or deviations from these rules, which may require Board approval.

I have read and agree to the rules herein \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Renter

For Office Use Only

Rental Chair Approval

Treasurer Approval