

## TEMPLE EMANUEL BUILDING RENTAL POLICY

Part of the mission of Temple Emanuel is service to the community including the use of our facilities as meeting place for outside groups. In recognition of our property tax exemption, the needs and priorities of the Temple, and so that we may continue to provide these accommodations to the community, the following guidelines apply to the use of the Temple by outside groups.

### 1. General guidelines:

- a. Use of Temple facilities will be assigned according to the following priorities:
  - i. Activities that are congregational in nature;
  - ii. Activities of groups that are part of the congregation;
  - iii. Activities of outside groups, which include a member or members of the congregation; and
  - iv. Activities of outside groups, which have no relationship to the congregation.
- b. Approval for use of Temple facilities by outside groups will normally be limited to non-profit 501/C designated groups which are service oriented or community type organization.
- c. The Temple will not normally grant permission to use our facilities to private clubs, professional groups, or political and activist groups, even if they are non-profit.
- d. All outside groups that use Temple facilities must have a Temple member in attendance at their meetings and a designated responsible representative of the group.
- e. The Temple office administrator will maintain a calendar for the purpose of scheduling all Temple events and all approved functions of outside groups. Scheduling will be handled on a first come, first served basis in accordance with the priorities established in paragraph A with Temple programs taking precedence in every case. There may be occasions when the use of the Temple by an outside group will need to be rescheduled because of Temple needs and priorities.
- f. Only a Temple Emanuel staff member can administer the setup and cleanup for any use of the building by an outside group. Any exception to this must be approved by the Temple office.
- g. Groups of 25 or less people will use the Temple library. No food is allowed in library.

### 2. Rules governing the use of Temple facilities:

- a. Responsibility for supervision.
  - i. The user shall be responsible for the supervision of all activities it sponsors.
  - ii. A Temple member adult at least 21 years of age must be present at the activity.
- b. Responsibility for care, custody and control of Temple facilities.
  - i. The user shall neither damage nor deface Temple property in any manner. The cost of repair or replacement related to such damage or defacement will be assumed by the organization.
  - ii. The user shall at all times respect the Temple property as a house of worship.
- c. The following conduct is prohibited.

- i. The possession or use or sale of alcohol or any controlled substance in a Temple building or on the Temple grounds is prohibited.
      - ii. Smoking is prohibited inside buildings or on the grounds of the Temple.
      - iii. The possession of firearms is prohibited.
    - d. Other obligations.
      - i. The user shall use the Temple facilities, furnishings, grounds and equipment at its own risk.
      - ii. The user shall agree in writing to indemnify and hold Temple Emanuel, its staff and members harmless from and against any and all claims, losses, proceedings, damages, costs, expenses (including, without limitation, attorney's fees) arising from or incurred due to its use of the Temple facilities, grounds, and equipment, including but not limited to any claims by the user, the user's members, vendors, invitees or other third parties.
      - iii. The user shall consent to and sign "An Agreement for Use the Temple Facilities" provided by the Temple.
      - iv. A user shall not assign or transfer its permission to use the Temple facilities to any other use.
3. Specific guidelines for the Kitchen facilities
  - a. The use of kitchen facilities will always be under the supervision of a Temple staff member.
  - b. Any organization using the kitchen will be responsible for proper use of the facility and equipment, and for reporting any breakage or damage to the Temple office.
  - c. The cost of repair or replacement related to such breakage or damages will be assumed by the organization using the kitchen facilities.
  - d. Our dietary restrictions must be followed by the group renting the facility.
4. Key policy: Only Temple members can possess a key and have knowledge of the alarm codes.
5. Taking into consideration any special circumstances as well as the best interests of the Temple the Temple Executive Board and Temple Rabbi will have discretionary latitude in waiving or modifying any of these previous guidelines and in permitting changes in fee schedule.
6. Schedule of fees.
  - a. Building rental shall be based on number of hours used:
    - i. 1 thru 3 hours: \$100.00
    - ii. 4 thru 6 hours: \$150.00
    - iii. 7 thru 8 hours: \$200.00
    - iv. The charge for the Temple custodial staff shall be \$20.00 per hour per person, with a minimum of two hours.

TEMPLE EMANUEL  
AGREEMENT FOR USE OF TEMPLE FACILITIES

Temple Emanuel of Winston Salem agrees to permit following organization or group (referred to in this agreement as "user"):

\_\_\_\_\_

to use the facilities of the Temple as specified in this agreement on the condition that the user consents to the following terms and conditions:

1. The group will use the following room or location in the Temple on the following date and during the following time period:

Location: \_\_\_\_\_

Date and time of use: \_\_\_\_\_

2. The group agrees to pay the follow fee for the use of the room or location: \_\_\_\_\_. Checks should be made payable to Temple Emanuel.

3. The name of the Temple member that will be present is:

\_\_\_\_\_

4. The name and telephone number of the designated representative of the group is:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

\*\*\*\*\*

The user agrees to be bound by Temple Emanuel's policy governing the use of Temple facilities attached to this agreement. In addition, the user agrees to the following terms and conditions:

5. Members of using group will not go into other as of the building other than those covered by this agreement including use of the closest toilet facilities.
6. All portable furniture and equipment will be returned to the original place before leaving the area. No permanent furniture is to be moved.
7. The area should be left as clean and tidy as it was when the group arrived.
8. Any damage to facilities, furnishings, grounds or equipment will be repaired at the expense of the using organization/person.
9. All lights will be turned off when leaving the part of the facility being used.
10. All external doors will be locked when leaving the facility, unless another activity is still in progress, in which case, it must be clearly understood that the last group leaving will lock up.

11. No smoking is permitted in the building or on the grounds.
12. No alcoholic beverages and/or controlled substances are permitted on the Temple groups or property.
13. The using group and all members, vendors and invitees thereof shall use the Temple facilities, furnishings, grounds and equipment at their own risk.
14. The using group and its members agree to indemnify and hold Temple Emanuel, its staff and members harmless from and against any and all claims, losses, proceedings, damages, costs, liabilities, expenses (including without limitation, attorney's fees) arising from, or out of its use of the Temple facilities, furnishings, grounds and equipment, including but not limited to any claims of the using group, its members, vendors, invitees or other third parties.
15. Temple Emanuel reserves the right to relocate or reschedule user's use of Temple facilities in the event of a funeral, memorial service or other Temple needs and priorities.
16. This contract can be terminated by Temple Emanuel in the event that the user does not adhere to Temple Emanuel's policy governing the use of Temple facilities.

\*\*\*\*

The signatures below indicate that the Temple and the user have agreed to the previous terms and conditions:

For the Temple

Name: \_\_\_\_\_ (Temple administrator)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For the User

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_