



Occasional Use of the Facility Policy:

Updated by Gerald Pliner and Board approved 11/04/2014

Included are this **Policy For The Occasional Use Of The Facility Statement**, and the following documents: **(1) Fee Schedule for the Occasional Use Of the Facility, (2) Member/Non-Member Request for Board Approval for Facility Use, (3) Agreement Between Lessee and Congregation Beth Shalom, (4) Congregation Beth Shalom After Event Facility Check Out Form, (5) Congregation Beth Shalom Dietary Policy.**

POLICY For The Occasional Use Of The Facility:

1. The facilities of Congregation Beth Shalom are available to any Member in good standing and Non-Members. The Member/Non-Member Request for Board Approval for Facility Use form must be completed by the Member/Non-Member and submitted in writing at least 90 days prior to the event. The 90 day time period can be waived for unforeseen sudden events such as funerals, or events which by tradition usually are not planned 90 days in advance such as a Bris. The Board of Directors of Congregation Beth Shalom, or its designee, in its absolute discretion, reserves the right to approve or deny the request for the use of the facility.
2. The Rabbi and/or the Cantorial Soloist of Congregation Beth Shalom shall officiate at all lifecycle events unless an alternative is approved by the Board.
3. Congregation Beth Shalom has a Kosher-style *Kashrut* policy (See Congregation Beth Shalom Dietary Policy included in this packet) which prohibits pork, shellfish, or obvious mixing of meat and dairy in meals at the temple facility or at temple functions.
4. No smoking is permitted on the premises of Congregation Beth Shalom.
5. A Member or employee of the Congregation must be present to unlock and lock the building for the event; a member or employee of Congregation Beth Shalom must always be present while the doors to the building are unlocked during the event. If no Member will assume the responsibility to be present to unlock and lock the building and supervise the event, a fee will be charged to have a Member or an employee of the Congregation present to do so.
6. Members not in good standing must resolve all outstanding issues to the satisfaction of the Treasurer and/or President of the Congregation prior to approval by the Board of their request for use of the facility.
7. The person(s) and/or the organization requesting the use of the facility shall execute the Agreement between Lessee and Congregation Beth Shalom.
8. Special permission must be obtained from the Board for the sale of alcoholic beverages, such approval if given shall be subject to all applicable county state and federal regulations.
9. Photographs and/or video images may be taken immediately before or after a religious service or ceremony. During any religious service or ceremony, the use of hand held photographic devices or hand held video recording devices are forbidden; still or motion video imaging is permitted, however from a fixed stand, tripod, or existing wall mount. No flash or special lighting is permitted.



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10. Members will usually be permitted to borrow a building key several days prior to the event. A Member who has borrowed a key will be responsible for ensuring that all interior doors are closed, all lights (except for the security lighting in the sanctuary, and the Yahrzeit Memorial Board) have been turned off, entry doors to the Temple are locked, and that the building security alarm is armed upon leaving the building. Instructions on arming and disarming the alarm will be issued along with the key. The key is to be returned immediately following the event.
11. In general, outside special equipment brought in for an event cannot be stored on the premises before or following the event.
12. No decorations or flower arrangements may be used that requires attachment to walls, windows or woodwork. No stickers, tacks or anything else may be fastened to walls, ceilings, windows or woodwork.
13. The Congregation Beth Shalom After Event Check Out Form must be completed, and left at the Temple administrator's office immediately following the event (slip it under the door to the office if the office door is locked).
14. A facility deposit in the amount shown below in the Fee Schedule for the Occasional Use of the Facility is required for use of the facility. For Members the deposit is due a minimum of 21 days (excluding Saturdays, Sundays and National, State and Jewish Holidays) ('Business Days") prior to the scheduled event. For Non-Members the deposit is due at the time the Member/Non-Member Request for Board Approval for Facility Use form is submitted. Once the Congregation Beth Shalom After Event Facility Check Out Form is reviewed by Congregation Beth Shalom, and if Congregation Beth Shalom confirms that no further labor, laundering, cleaning, repairs or replacements are needed as a result of the event, then a refund of the entire facility deposit will be made within 10 Business Days after the event. Refunds to Non-members will be made by check, and Member refunds will be issued as a credit to the Member on their account. In addition a notice will be sent to the Member indicating that the refund will be evident in their next Temple statement.
15. Additional fees for use of the entire facility or any part thereof are shown below in the Fee Schedule for the Occasional Use of the Facility.



Fee Schedule for the Occasional Use of the Facility

EVENT	Facility Deposit	Facility Fee	Kitchen Fee	Member Supervision Fee if no Member otherwise present during entire time facility is unlocked
Member Life-Cycle event following a religious service	\$100	\$50* *Suggested Donation Not a Fee	0	\$25/hr
Member Private Event (e.g. dinner or party)	\$100	\$50	\$25	\$25/hr
Non-Members*	\$200	\$125	\$75	\$25/hr

NOTE: (1) For Non-Members the facility deposit & all fees must be provided at the time of the **Member/Non-Member Request for Board Approval for Facility Use** form is submitted to the Congregation. The deposits and fees shall be refunded if the event is not approved by the Congregation's Board of Directors. If the event is cancelled by anyone other than the Board of Directors, the deposit may be returned at the discretion of the Board. For Members, the facility deposit is to be received by the Temple no later than 21 Business Days prior to the event and all required fees are to be received by the Temple no later than 7 Business Days prior to the event. (2) An event sponsored by a Congregation Beth Shalom affiliated organization is not a private event for purposes of this Fee Schedule.



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Member/Non-Member Request for Board Approval for Facility Use

NOTE: A different Request and Agreement (i.e. not this document) must be used for any long term continuing use of this facility.

Request submitted on (date): _____ by (name): _____

who is a (check one): MEMBER? ____ NON-MEMBER? ____

Address: _____

Home Phone: _____ Mobile Phone: _____ Email: _____

Email: _____

Name of the Event: _____

Date of and proposed hours of the Event: _____

Description and nature of the Event: _____

When will someone arrive to prepare to prepare for Event ? Date _____ Time _____

After Event when will Temple be locked and secured? Date _____ Time _____

Are photographs to be taken? Yes ____ No ____ Number of attendees expected _____

Will video imaging be done? Yes ____ No ____

Will special outside equipment be brought onto the premises? _____

Will special electrical hookups be required? _____

What Temple facilities will be needed for the event (circle needs): sanctuary, the social hall, kitchen, classrooms (how many? ____ which? _____)

Will you be using Temple equipment? Yes ____ No ____

If so, list equipment needed:

- ☐ 8-foot banquet tables How many? _____
- ☐ 6-foot banquet tables How many? _____
- ☐ 60" round tables How many? _____
- ☐ Sanctuary Chairs How many? _____
- ☐ Classroom Chairs How many? _____
- ☐ Folding Chairs How many? _____
- ☐ Projector
- ☐ Screen

Who will be setting up the equipment? _____

Who will be breaking down the equipment? _____

Name of Member to assume responsibility to supervise the event: _____

(NOTE: If no Member attending the event assumes this responsibility, a fee will be charged by the Congregation to provide such supervision of the event as noted on the Fee Schedule on the previous page.)



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Print name: _____

Title/Organization _____

Conflict with CBS Calendar? Yes ___ No: ___. If yes, describe: _____

Conflict with JCC/Federation Calendar? Yes: ___ No: ___ If Yes, describe: _____

Facility Deposit ___ + Facility Fee ___ + Kitchen Fee ___ + Supervs Fee ___ = Total due: _____

Review by Office Administrator: Total Paid: \$ _____ Balance Remaining \$ _____

Caterer (if any) Name _____ Address _____

Caterer's Phone _____

Other Vendor (if any) Name _____ Address _____

Other Vendor's Phone _____

Other Vendor (if any) Name _____ Address _____

Other Vendor's Phone _____

Other Comments: _____

Signature of Applicant and title if applicable

Date

Signature of Applicant and title if applicable

Date

Approval on behalf of the Board:

Signature and title

Date



AGREEMENT BETWEEN LESSEE AND CONGREGATION BETH SHALOM

This Agreement is entered this _____ day of _____, 20____, by and between Congregation Beth Shalom of Brandon, Inc. (the "Congregation") and _____ (the "Lessee") whose address is _____. The parties agree as follows:

This Agreement is a lease for the use of the Temple premises (the "Temple") located at 706 Bryan Road, Brandon, Florida 33511 on _____ day of _____, 20____, between the hours of _____ and _____ the "Lease Term". The Lessee shall be leasing a portion of the Temple consisting of the parking lot, lobby and restrooms on a nonexclusive basis and the following areas: kitchen, and sanctuary (cross out any area not being leased) for the following propose: _____. For this purpose, Lessee has agreed to pay the Congregation the total sum of \$_____ for use of the Temple premises (which includes a facility deposit of \$_____, a facility fee of \$_____, a kitchen fee of \$_____, and a supervision by a Member fee [if no Member assumes responsibility to supervise the event] of \$_____) in accordance with the following terms, conditions, and policies :

1. Lessee shall be given non-exclusive possession on the date and between the hours of the Lease Term.
2. Immediately prior to the expiration of the Lease Term Lessee shall take all actions to clean the Temple including, but not limited to, replacing all furniture where it was originally found, cleaning the kitchen and washing the necessary dishes, leaving the Temple in the condition initially found prior to occupancy.
3. Lessee shall not have the right to make any alterations, additions or improvements to the Temple or any part thereof without first providing the Congregation with detailed plans and specifications of such and obtaining written approval of the Congregation for such. Congregation may in its sole discretion deny approval for such alterations, additions or improvements for any reason whatsoever.
4. Lessee agrees to comply with all laws, ordinances, regulations and requirements of all governmental bodies having jurisdiction, and requirements of fire insurance underwriters insuring Temple.
5. No smoking is permitted on the Temple premises, and no alcoholic beverages shall be sold on the Temple premises unless Lessee has received written permission from the Congregation's Board of Directors for such sale prior to the execution of this Agreement. If written permission for the sale of alcoholic beverages is given, then Lessee shall comply with all applicable laws, ordinances, and regulations of all governmental bodies having jurisdiction, and all requirements of Congregation's and Lessee's insurance.
6. Neither the Congregation, nor any joint venture partner, officer, director, agent, servant, nor employee of the Congregation, nor any mortgagee shall be liable to Lessee for any loss, injury, or damage to Lessee or to any other person, or to its property, irrespective of the cause of such injury, damage or loss. Lessee agrees that the Congregation and any mortgagee will not be liable to Lessee for injury, damage or loss caused by or resulting from the negligence of the Congregation. Further, neither the Congregation, nor any mortgagee, nor any joint venture partner, director, officer, agent, servant or employee of the Congregation shall be liable: (a) for any damage caused by other persons in, upon or about the Temple, or caused by operations in construction of any private, public or quasi-public work; or (b) for incidental or consequential damages or lost profits arising out of any loss of use of the Temple or the property or any equipment or facilities therein by Lessee or any person claiming through or under Lessee.



7. Unless resulting from the willful misconduct of the Congregation, its contractors, agents or employees, Lessee hereby agrees to indemnify the Congregation and hold it harmless from and against all claims, actions, damages, liability and expenses which may arise in connection with bodily injury, loss of life, and/or damage to property arising from or out of any occurrence in the Temple or upon the property, or the occupancy or use by Lessee of the Temple or property or any part thereof, or occasional totally or in part by any negligent or intentional act or omission of Lessee, its agents, contractors, employees, servants or subtenants. In case the Congregation shall be made a party to any litigation commenced by or against Lessee in connection with the Temple or property, Lessee hereby agrees to hold the Congregation harmless and pay all costs, expenses and reasonable attorneys' fees and costs incurred by the Congregation in connection with such litigation. Lessee also agrees to pay all costs, expenses and reasonable attorneys' fees which may be incurred by the Congregation in enforcing the obligations of Lessee under this Agreement. To the maximum extent permitted by law, Lessee agrees to use and occupy the Temple and property at Lessee's own risk.
8. The premises shall not be used by the Lessee for any purpose other than that set forth above. Moreover, the Lessee shall not permit to be done in or about the premises, nor bring or permit to be brought or kept on the premises, anything which is prohibited by or which in any way will conflict with any law, statute, ordinance or governmental rule or regulation now in force or which may hereafter be enacted or promulgated, or which is prohibited by any standard form of fire insurance on the building or any of its contents, or cause a cancellation of an insurance policy covering the premises or any part thereof or its contents.
9. The Lessee shall not assign any rights under this Agreement to any other party without the explicit permission of the Congregation.
10. The Congregation's agents, officers and/or employees shall be provided access to the premises during all times of this Agreement.
11. The Temple is leased "as is" without any additional services or improvements to be rendered by the Congregation, other than those which are specifically set forth in this Agreement. Lessee agrees that Congregation shall not be held responsible for errors of omission or commission in the operation of the Temple, its premises, its equipment, its fixtures or its other personal property.
12. All fixtures, equipment, improvements and appurtenances attached to or built into the building at the commencement of, or during the term of this Agreement, including carpeting, fixtures, equipment or other personal property, shall be and remain a part of the building, and shall be deemed property of the Congregation and shall not be removed by Lessee except with written permission of the Congregation.
13. Any notice or other information required or authorized by this Agreement to be given by either Party to the other may be given by hand with receipt or by certified prepaid mail, return receipt requested; or by nationally recognized overnight courier service, to the other Party at the address set forth above for each party. Such address may be changed by either respective Party at any time by giving thirty (30) days prior written notice as herein provided. Any notice or information given pursuant to this Section shall be deemed to have been given when received by the Party to whom it has been directed.
14. In addition to the indemnification above, Lessee agrees to indemnify and hold the Congregation harmless from and against any and all loss, claim, liability, damages, injuries to persons, property, or natural resources, costs, expenses, actions or causes of action, arising in connection with the release or presence of any "Hazardous Substances" at the Temple or upon the property, through the acts of Lessee, its officers,



employees, contractors, agents or invitees, whether foreseeable or unforeseeable, regardless of the source of such release and when such release occurred or such presence is discovered. The foregoing indemnity includes, without limitation, all costs in law or in equity of removal, remediation of any kind, and disposal of such Hazardous Substances; all costs of determining whether the Temple and/or property is in compliance and to cause the Congregation, Temple and/or property to be in compliance with all applicable environmental laws, all costs associated with claims for damages to persons, property, or natural resources, and the Congregation's reasonable attorneys' and consultants' fees and costs, whether or not litigation is instituted. For the purposes of definition, Hazardous Substances includes, without limitation, any toxic or hazardous wastes, pollutants or substances, including, without limitation, asbestos, PBCs, petroleum products and by-products, substances defined or listed as "Hazardous Substances" or "Toxic Substances" or similarly identified in or pursuant to the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9061 et. sec., or as identified in or pursuant to the Hazardous Materials Transportation Act 49 U.S.C. Section 1802, et. sec. The Congregation represents that, to the best of its knowledge, the property is free of Hazardous Substances as of the date of this Agreement.

15. The Congregation and Lessee covenant, warrant and represent that neither the Congregation nor Lessee has had any conversations or negotiations with any broker. Both parties agree to indemnify the other against and from any claims for any brokerage commissions.
16. If the Temple is partially or fully destroyed or damaged by fire or other casualty prior to the Lease Term, then Congregation at its sole option may cancel this Agreement and refund to Lessee all deposits and fees received from Lessee, and neither party shall have any other obligation to the other whatsoever.
17. If Lessee maintains possession of any portion of the Temple for any period of time after the end of the Lease Term, then Lessee shall pay the Congregation a daily facility fee, a daily kitchen fee, and hourly supervision by member fee [if no Member assumes responsibility to supervise the event] at a rate of ten times the amount for these fees as shown on the first page of this Agreement. The parties to this Agreement agree that these amounts are fair and reasonable due to of the Congregation's loss of use of the Temple as a result of Lessee's maintaining possession of any portion of the Temple after the Lease Term.
18. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, and in the event litigation arises between the parties in connection with any of the terms of this Agreement, venue shall lie in the Circuit Court in Hillsborough County, Florida. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect. The captions, headings and titles in this Agreement if any are solely for convenience of reference and shall not affect its interpretation. This Agreement shall be construed without regard to any presumption or other rule requiring construction against the party causing this Agreement to be drafted. Each covenant, agreement, obligation, or other provision of this Agreement on Lessee's part to be performed, shall be deemed and construed as a separate and independent covenant of Lessee, not dependent on any other provision of this Agreement. All terms and words used in this Agreement, regardless of the number or gender in which they are used, shall be deemed to include any other number and any other gender, as the context may require.
19. Nothing contained in this Agreement will be deemed or construed to create a partnership or joint venture between the Congregation and Lessee, or to create any other relationship between the parties other than that of landlord (Congregation) and tenant (Lessee).
20. If Lessee is other than a natural person, Lessee represents that it is or within thirty (30) days hereof shall be, legally constituted, in good standing and authorized to conduct business in the State of Florida. Any



person signing on behalf of Lessee shall be personally liable and obligated for payment and performance of Lessee's obligations hereunder in the event that the Lessee named herein is not subsequently legally constituted, in good standing, and authorized to conduct business in the State of Florida as herein contemplated. Lessee further represents that the person who is executing this Agreement on its behalf has the full power and authority to perform such execution and deliver the Agreement to the Congregation, and that upon such execution and delivery, the Agreement shall be valid and binding upon Lessee in accordance with its respective terms and conditions.

21. It is mutually agreed by and between the Congregation and Lessee that the respective parties hereto shall, and they hereby do, waive trial by jury in any action, proceeding or counterclaim brought by either of the parties against the other on any matter arising out of or in any way connected with this Agreement, the relationship of the Congregation and Lessee or Lessee's use or occupancy of the Temple or Congregation's property, or by any course of conduct or course of dealing.
22. With respect to any default, failure to perform or any other dispute between Lessee and the Congregation arising out of this Agreement, the prevailing party shall be entitled to recover all costs incurred, including reasonable attorney's fees, which shall include, but not be limited to, such fees incurred prior to institution of litigation or in litigation, including trial and appellate review, and in arbitration, bankruptcy or other administrative or judicial proceeding.
23. This Agreement constitutes the entire understanding between the parties and shall bind the parties, their successors and assigns. No representations, except as herein expressly set forth, have been made by either party to the other, and this Agreement cannot be amended or modified except by a writing signed by the Congregation and Lessee.
24. Non-members of the Congregation "Non-Members" have paid the facility deposit and all fees in the amount shown above on the first page of this Agreement to the Congregation at the time of the Member/Non-Member Request for Board Approval for Facility Use form "Use Form" was submitted to the Congregation. The Use Form was submitted to the Congregation prior to this Agreement being signed by all parties. If Lessee requests cancellation of this Agreement prior to the Lease Terms and Congregation agrees to same, then at Congregation's sole discretion the facility deposit and all fees may be retained by Congregation as liquidated damages. Congregation Members "Members", shall pay the facility deposit to the Congregation no later than 21 days (excluding Saturdays, Sundays and National, State and Jewish Holidays) ('Business Days') prior to the Lease Term and all fees mentioned above on the first page of this Agreement page are to be paid to the Congregation no later than 7 Business Days prior to the Lease Term.
25. At the end of the Lease Term Lessee shall: (1) remove from Temple all food brought in by or for Lessee, (2) take all trash can contents (including those in the restrooms) outside and deposited into the trash dumpster, located behind the Temple or shall carted it away for proper disposal, (3) assure that the lids to the dumpsters are closed, and that no trash is left outside the dumpster, (4) reline with clean trash bags all trash cans, (5) clean up the Temple, (6) assure that the Temple, its premises, fixtures, and equipment are left in at least as good condition as existed prior to the Lessee's occupancy, and (7) remove tablecloths and dish cloths for laundering and shall return them clean prior to the next Shabbat.
26. Lessee acknowledges receipt of the Congregation Beth Shalom *After Event Facility Check Out Form*. The form shall be completed, and left in the Congregation Administrator's office (located in the Temple) immediately following the expiration of the Lease Term (slip it under the door to the Congregation administrator's office if the office door is locked). At the end of the Lease Term if no further labor,



laundering, cleaning, repairs or replacements are needed to comply with the terms of this Agreement or to restore the Temple, its premises, fixtures, and its other property to the condition originally found by Lessee prior to occupancy; then a refund of the entire facility deposit will be made to Lessee within 10 Business Days after the expiration of the Lease Term. Refunds to a Non-Member will be made by check, and for a Member refunds shall be issued as a credit to the Member's account at Congregation. In addition a letter or email will be sent to Member stating that the refund will be credited in the Member's account statement.

27. If at the end of the Lease Term further labor, laundering, cleaning, repairs or replacements are needed to comply with the terms of this Agreement or to restore the Temple, its premises, fixtures, and its personal property to the condition originally found by Lessee prior to occupancy; then Congregation shall deduct from the facility deposit the amount needed for labor, laundering, cleaning, repairs or replacements to comply with the terms of this Agreement and to restore the Temple, its premises, fixtures, and its other property to the condition originally found by Lessee prior to occupancy. If a deduction is made by Congregation from the facility deposit, a written notice shall be sent to Lessee in accordance with the notice section of this Agreement. The notice shall have explanation as to why the facility deposit was not refunded in full, and will be sent within 10 Business Days after the expiration of the Lease Term. For a Non-Member a refund check representing the balance of the facility deposit if any will be included with the notice. For a Member the notice will include a statement that the refund will be credited in the Member's congregational account statement.
28. If at the end of the Lease Term the facility deposit is insufficient to cover the cost of labor, laundering, cleaning, repairs or replacements as needed to comply with the terms of this Agreement and to restore the Temple, its premises, fixtures, and its other property to the condition originally found by Lessee prior to occupancy, then Lessee will be responsible for paying the remainder of these costs. In such event, a written notice as to why Lessee is responsible for these additional costs will be sent in accordance with the notice provisions of this Agreement to Lessee within 10 Business Days after the expiration of the Lease Term.
29. The Lessee and/or any individual or entity claiming under this Lease agrees and stipulates that in the event the Congregation breaches this Agreement, any damages arising from such breach will not exceed the amount the Lessee has actually paid the Congregation for the use of the Temple.
30. The Rabbi and/or the Cantorial Soloist of Congregation shall officiate at all lifecycle events unless an alternative is specifically approved by the Congregation's Board of Directors at the recommendation of the Rabbi of Congregation.
31. Congregation is a Reform temple community and, as such, has chosen to adopt a Kosher-style Kashrut policy. This policy permits no pork, shellfish, or obvious mixing of meat and dairy in meals at the Temple or at Congregation's functions. The Lessee has received a copy of Congregation Beth Shalom Dietary Policy and agrees to comply with it.
32. A member or employee of Congregation must always be present while the doors to the Temple are unlocked; a Member or employee of the Congregation must be present to unlock the Temple and to lock the Temple. A security fee in the amount shown on the first page of this Agreement will be charged for the Member or employee's presence while the Temple is open if no Member assumes responsibility for supervision.



33. A Member who is not in good standing must have his/her past due financial obligations to Congregation resolved a minimum of 10 Business Days prior to the beginning of the Lease Term or Congregation may at its sole discretion retain all deposits and fees received, cancel this Agreement, and neither party shall have any obligation to the other.
34. During any religious service or ceremony, the use of hand held photographic devices or hand held video devices are forbidden. Still pictures and videotaping are permitted from a fixed stand, tripod, or existing wall mount. No flash or special lighting is permitted. Photographs and video images may be taken before or after a religious service or ceremony.
35. Members may be permitted at the sole discretion of Congregation to borrow a building key several days prior to the Lease Term. A Member who has borrowed a key will be responsible for disarming security system when entering Temple, and ensuring the following when vacating the Temple: (1) that all lights (including those in restrooms, and main hall) have been turned off (except the "Eternal Light" in front of the ark, the security lights in the sanctuary, and those on the Yahrzeit "Memorial" board), (2) that all interior doors are closed, and that all exterior doors are locked (two [2] in the front at each side of the bimah, two [2] double doors on each side of the sanctuary lobby, and one by the administrator's office, and (3) that the security system has been armed. Instructions on proper usage of security system and security passwords shall be issued with the key. The key is to be returned immediately following the Lease Term.
36. Any special equipment brought into the Temple or placed on its premises by Lessee or at Lessee's direction shall be removed prior to the end of the Lease Term.
37. No decorations or flower arrangements may be used which require attachment to walls, windows or woodwork. No stickers, tacks or anything else may be fastened to walls, ceilings, windows or woodwork.
38. The Occasional Use Facility Policy is incorporated herein by reference.
39. This Agreement has been executed by the parties on the date indicated below.

Lessee _____
Signature _____ Date _____

Print Name _____ Title If Lessee Is A Company _____

Lessee _____
Signature _____ Date _____

Print Name _____ Title If Lessee Is A Company _____

Congregation Beth Shalom of Brandon, Inc.

Signature _____ Date _____

Print Name _____ Title _____



Congregation Beth Shalom After Event Facility Checkout Form

NOTE: AFTER THIS FORM IS COMPLETED, PLEASE RETURN IT TO THE TEMPLE ADMINISTRATOR'S OFFICE.

Date of Event: _____ Time Checkout Form Completed: _____

By: _____ (Print Name) _____ (Signature)

Lessee Initials	CBS Rep	Tasks to complete
		Sound System (microphone & speakers) master power on amplifier unit is switched off. Amplifier unit is located in the media cabinet to the left of the podium, behind the bimah curtain. It is shut off by depressing the bottom right switch (with blue tape on it) on the amplifier.
		All classroom furniture reset (tables and chairs), boards erased, and floors swept.
		All tables cleaned and returned to where they were prior to the event, countertops cleaned. All _____ tablecloths and dish towels _____ (insert number of tablecloths and dish towels in spaces provided) that were used are to be laundered and returned to the Temple prior to our next Shabbat.
		All furniture items (chairs, tables) returned to where they were prior to event.
		All kitchen items cleaned and neatly put away where they were prior to the event.
		All food brought in for the event has been removed from the Temple.
		Refrigerator and freezer doors to be wiped down, and all spills inside the refrigerator and freezer cleaned up.
		Kitchen floor swept.
		Sanctuary and main hallway carpeting vacuumed (vacuum is in the janitor closet in the classroom closest to the bimah – classroom on the left when you are facing the bimah).
		Garbage disposal has been run and is clean.
		All trash can contents (including those in the restrooms) must be taken outside and deposited into the trash dumpster, located behind the Temple or carted away for proper disposal. The lids to the dumpster must then be closed. No trash may be left outside the dumpster. All trash cans must be relined with clean trash bags.



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		All lights including those in restrooms and main hall turned off (except the "Eternal Light" in front of the ark, the security lights in the sanctuary, and the Yahrzeit "Memorial" board lights).
		All interior doors closed, and exterior doors locked (two [2] in the front at each side of the <i>bimah</i> , two [2] double doors on each side of the sanctuary lobby (glass and wooden doors), and the administrative entrance door in front.
		Security System armed prior to leaving (see instructions for arming security system and setting magnetic locks).

Please write comments below (e.g. any items broken, not working properly or other issues that need to be brought to the attention of the Temple Office):



CONGREGATION BETH SHALOM DIETARY POLICY

Congregation Beth Shalom ("CBS") is a Reform Temple Community and, as such, has chosen to adopt a Kosher-style Kashrut policy. This policy permits no pork, shellfish, or mixing of meat and dairy meals at the Temple facility or at Temple functions.

This policy formalizes what has been informally practiced by CBS for years. As our congregation grows, it is prudent to clearly state this policy in writing.

CBS asks those who are less traditionally observant to respect those in our community who are more observant. CBS understands that there are members in our community who do or try to maintain some level of *kashrut*.

This policy calls only for kosher-style meals. CBS does not maintain a kosher kitchen and meats served are not necessarily kosher. CBS supports a kosher-style way of eating for all CBS sponsored events.

Imposing rules on what a person can or cannot eat requires us to learn to control even our most basic primal instincts. It elevates the simple act of eating into a religious ritual. It helps remind us that we are Jews and that the availability of sustenance is a blessing. We eat cheese pizza or a vegetable pizza and forego the hamburger or pepperoni topping at a CBS sponsored lunch or dinner. When we have chicken as the main course our sides are salads (no cheese), vegetables (no cream sauce) and fruit. If we have blintzes, we might have similar sides, but we could also bring in cream based casseroles. In this example of a dairy meal, we should avoid using chicken broth as a base.

Improper means include chicken parmesan or meat sandwiches with cheese. If hamburgers are grilled, there should be no cheese option. While it can be difficult to ascertain all of the ingredients in packaged food, the CBS dietary policy calls for no *obvious* mixing.

This is a matter of sensitivity, compromise, and accommodation. Growing sensitivity to *kashrut* in the Reform movement has touched our community. A Reform Jew has the right to decide whether to subscribe to the autonomy of the individual or conform to the community in the interest of *Klal Yisrael* (we are all Jews).

The way our members practice at home is a personal choice. At the congregation it is a communal decision. This policy is meant to unite us as Jews linked to an age-old tradition. It is to serve as instruction, a Jewish lesson, a bridge to making the ordinary holy. This policy keeps CBS a more welcoming place for both those who keep kosher and those who do not.