



## RULES GOVERNING USE OF TEMPLE ISAIAH PROPERTY

**Please note: Rules are subject to change. Notice of any changes to the rules shall be communicated in writing to the Lessee by Temple Isaiah in advance of the event.**

The Board of Trustees has adopted the following rules in order to maintain the efficient operation of its building, to protect its property, to conform to safety regulations and codes, and to avoid conflict with its own activities and programs.

**Please initial each rule to confirm compliance. Name & Date of Event: \_\_\_\_\_**

### Eligibility for Use

**Initial and Date** \_\_\_\_\_

- Members in good standing of Temple Isaiah are eligible for use of the facilities. The Facility Manager/Temple Administrator must approve all applications for contracts. A member in good standing is defined as a congregant who is current in all dues, tuition, building assessment and fees from the time the agreement is received by Temple Isaiah through the date of the event. Failure to keep current with congregational financial obligations may result in cancellation of this contract.
- The Temple Isaiah facility may be used/rented by a Jewish organization which is required to follow the same agreement established for member use. The decision on using the Temple Isaiah facility by such Jewish organizations shall be made by the Temple Isaiah Facility Manager/Temple Administrator at his/her sole and absolute discretion.
- The Temple Isaiah facility may be used/rented by non-Temple Isaiah members. The decision on using the Temple Isaiah facility by such non-members shall be made by the Temple Isaiah Facility Manager/Temple Administrator at his/her sole and absolute discretion.

### Rules of Observance

**Initial and Date** \_\_\_\_\_

- A Temple Isaiah Rabbi must officiate at a wedding, funeral or other religious service.
- Secular functions may not be held on Holy Days, Festivals or later than 3 p.m. on Fridays.
- Food service must be kosher style: no pork or shellfish may be brought into Temple Isaiah at any time. Dairy and meat may not be mixed within the same course. The Temple Isaiah kitchen may be made kosher under the supervision of a kosher caterer at the Lessee's expense.

### Guest Expectations

**Initial and Date** \_\_\_\_\_

- Proper decorum and a reasonable standard of behavior shall be maintained by all persons and organizations while on the Temple Isaiah property. In the event that behavior becomes unruly or disruptive, inappropriate or destructive, Temple personnel will take necessary action.
- No smoking is allowed anywhere on Temple Isaiah property.
- The Temple Isaiah Preschool Playground MAY NOT be used at any time.
- Children must be supervised at all times.
- Only the rooms rented may be used for the event.

### Government Regulations

**Initial and Date** \_\_\_\_\_

- All exit doors must be unobstructed in accordance with the State of Maryland and Howard County codes. No tables, decorations, floral arrangement or trees may be placed in front of any door or exit.
- Use of candles must conform to the State of Maryland and Howard County fire codes. All candles must be dripless and used in conjunction with candle holders designed to prevent the dripping of wax on floors, carpets and furniture.
- Restrictions regarding room capacity must be strictly adhered to.
- No food shall be brought into Temple Isaiah that is not prepared in a commercial/licensed facility.
- It is the responsibility of the Lessee to obtain any licenses, permits or consent from public authorities (Howard County) where the nature of the use requires such special permit.

### Vendor Guidelines

Initial and Date\_\_\_\_\_

- It is the responsibility of both the Lessee and caterer to contact the facility manager at least 90 days in advance of the event to confirm arrangements.
- Caterer must sign and return the Caterer's Agreement form no later than 90 days in advance of the event date. Caterer must also send a copy of its catering license and insurance policy along with the Caterer's Agreement form. Lessee understands that for its caterer to use the Temple Isaiah facility, Lessee's caterer must enter into the Caterer's Agreement with Temple Isaiah.
- It is the responsibility of the Lessee, musicians or disc jockey to provide sound enhancement using their own equipment. All outside vendors MUST provide appropriate certificates of insurance.
- Any agreement Lessee executes with Lessee's caterer must be in conformity with the Agreement for Use of Temple Isaiah Property.
- Vendor/Company: Woody of Balloon Boutiques is not permitted to be a vendor at Temple Isaiah.

### Building Rules

Initial and Date\_\_\_\_\_

- Permission to bring in special equipment or entertainment apparatus for any event must be obtained from the Facility Manager/Temple Administrator no later than 90 days in advance of the event.
- No rearrangement of furniture, equipment or fixtures belonging to the Temple (other than tables or chairs being used for the event) shall be permitted. No decorations may be used which require pasting or fastening, nailing, taping, stapling or tacking on or to walls, doors, light fixtures, floors or ceiling by any means. No fireworks, pyrotechnics, confetti, glitter, birdseed, rice, fog/haze or live animals may be brought onto or used anywhere on Temple Isaiah property. Flowers or potted plants are not permitted on any flooring without a protective covering to prevent staining.
- No Temple Isaiah equipment is to be loaned out or removed from the building at any time by any individual or organization.
- Any wine/grape juice must be WHITE ONLY.

### Lessee Responsibilities

Initial and Date\_\_\_\_\_

- The deposit (1/2 room rental fee), security deposit is due with the signed agreement. The balance of the room rental fee is due 90 days before the event. Until the room rental deposit (1/2 room rental fee), security deposit and signed agreement are received, this application is not binding, and the Temple has the right to release the date to another party. If written notice of cancellation is not received at least 90 days before the event, Temple Isaiah reserves the right to release the date and retain the room rental deposit.
- The Facility Manager/Temple Administrator must be notified in advance if the Lessee is providing attendants for coat check room or parking. This is at the expense of the Lessee and such attendants act as agent for the Lessee and not as agent for Temple Isaiah.
- Temple Isaiah requires the use of its own security service at any event. The Lessee is responsible for this fee, which is stated in the contract.
- The Temple Isaiah name and all publicity, material or printed matter which may affect the Temple or its facilities, other than invitations, must be submitted to the Facility Manager/Temple Administrator for clearance in advance of its release. The Lessee using the Temple facilities shall be responsible for any loss of equipment, breakage, damage to equipment or physical property, and shall be billed for any such loss, breakage or damage. Under certain circumstances, the Facility Manager/Temple Administrator reserves the right to require an additional deposit.
- Temple Isaiah assumes no liability or responsibility for damage or loss of personal property of any kind brought onto the Temple Isaiah property and all such personal property, including motor vehicles, brought or left on the premises shall at all times be at the owner's risk. In this regard, Temple Isaiah shall not be liable under any circumstances for any loss, theft, or damage to any motor vehicle or any part thereof or to the contents of any vehicle brought or left on Temple Isaiah property or while on or being driven to or from said property. It being specifically understood and agreed that any and all attendants who may be requested to park such vehicles act as agent for the owner of the vehicle and not as agent for Temple Isaiah.
- It is understood that the applicant has agreed to and is governed by these rules adopted by the Board of Trustees of Temple Isaiah. It is understood that Temple Isaiah and its directors, officers and employees shall not be liable for injury to persons or property occurring on Temple Isaiah property from any cause whatsoever. Lessee will indemnify Temple Isaiah and its directors, officers and employees for and hold them harmless from and against any and all claims, actions, damages, liability and expense including and in connection with injury to persons or property arising from or out of the use or occupancy by Lessee of the premises, or occasioned wholly or in part by any act or omission of Lessee, its agents, employees, or invitees of Lessee. This indemnification includes attorney fees and expenses in connection therewith.