



12200 Scaggsville Road • Fulton, MD 20759  
301-317-1101 • fax 301-317-1594

## 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. Event:** \_\_\_\_\_

### Eligibility for Use

**Initial** \_\_\_\_\_

- Members in good standing of Temple Isaiah are eligible for use of the facilities. The Executive Director 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 the 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 Executive Director 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 Executive Director at his/her sole and absolute discretion.

### Rules of Observance

**Initial** \_\_\_\_\_

- Temple Isaiah Clergy must officiate at all life cycle events, unless permission is received from the Senior Rabbi.
- Secular functions may not be held on Holy Days, Festivals or later than 3 pm 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.
- See attached "Respectful Kitchen" Statement from the TI Religious Practices Committee

### Guest Expectations

**Initial** \_\_\_\_\_

- 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** \_\_\_\_\_

- All exit doors must be unobstructed in accordance with the State of Maryland and Howard County codes. No tables, decorations, floral arrangements 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.
- 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 a permit.

## Vendor Guidelines

Initial \_\_\_\_\_

- It is the responsibility of both the Lessee and the 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.

## Building Rules

Initial \_\_\_\_\_

- Permission to bring in special equipment or entertainment apparatus for any event must be obtained from the Executive Director 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**.

## Day of Responsibilities

Initial \_\_\_\_\_

- The host family is required to have a hired party coordinator the day of the event.
- The host family may use a coordinator provided by their caterer or hire a coordinator of their own choice. Time Savers Advantage is a frequent party coordinator at TI events. We are happy to provide their information upon request.
- The party coordinator must be available to accept deliveries.
- The party coordinator is responsible for all set-up that does not involve temple furniture, including but not limited to table dressing, paper goods, drink station, and food stations.
- The party coordinator is responsible for serving food or setting it up for guests to serve themselves.
- The party coordinator is responsible for clean-up of the party space including, but not limited to, removing decorations, disposing of leftover food and drink, make sure the party space is left tidy and free of trash and debris.
- The host family must relay this Rules and Regulation package to the party coordinator.
- The party coordinator is to remain onsite for the duration of the event.

## Lessee Responsibilities

Initial \_\_\_\_\_

- 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 Executive Director 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 Executive Director 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 Executive Director 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.



## CATERER'S AGREEMENT

This agreement is between Temple Isaiah the Caterer and Lessee

Name of Caterer: \_\_\_\_\_

EVENT: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

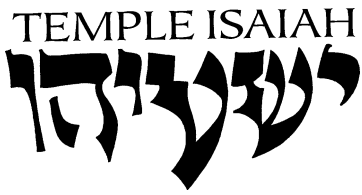
The following conditions must be met:

1. No later than 90 days prior to the event date, the Lessee must return the following documents
  - a) A certificate of Commercial General Liability Insurance coverage in the amount of \$1,000,000 combined single limit, Bodily Injury and Property Damage must be filed with Temple Isaiah. Temple Isaiah must be added as an additional insured. Proof must be shown of Worker's Compensation and Employers Liability insurance in the amount of \$1,000,000 or more.
  - b) If alcohol is being served, Liquor Law Liability coverage in the amount of \$1,000,000 must be included
  - c) A copy of Caterer's Certificate of Insurance
  - d) A copy of Liquor License
  - e) A copy of Health Insurance Certificate
  
2. **Food service must be Kosher style. Under no circumstance shall pork or shellfish be brought into Temple Isaiah. Under no circumstance shall dairy and meat be mixed within the same course.**
  
3. The kitchen may be made kosher by a kosher caterer at the expense of the Lessee. Temple Isaiah must be notified no later than 90 days in advance of the event.
  
4. Food Allergy Concerns:
  - While we cannot certify that we are allergen free for any type of food allergies we will try to accommodate where possible.
  - We are nut "sensitive". This means we will not serve nuts nor foods with nuts as an ingredient on the label. We will serve foods where the label says made in a facility that may process nuts.
  - Be sure the ice scoops are in the large white bowl on top of the ice maker. The Howard County Health Department requires that the ice scoops NEVER be left lying on a counter, table or the ice machine.
  - If you use the coffee maker or the urns for coffee and hot water make sure they are drained and washed. Leave them to dry on the shelf next to the big sinks.

5. Please note fondues, chocolate fountains, etc. can only be served in areas where there is no carpeting.
6. To preserve the sanctity of the religious ceremony conducted in the sanctuary, caterers must refrain from all food preparation and set-up during such service.
7. All rooms must be left in a clean condition. Charges may be assessed to replace damaged or broken equipment or furniture.
8. If the kitchen is used, the caterer must clean up. The caterer must supply all paper, cleaning supplies and consumables. All garbage must be placed in the appropriate garbage bags or recycling bins and taken to the appropriate dumpster. Kitchen floors must be swept and mopped before leaving. No food may be left on Temple Isaiah property after the event.
9. No kitchen utensils, pots, pans, cooking utensils, silver, cutlery, china or glassware belonging to Temple Isaiah may be used. Caterer must supply everything that is necessary for the preparation and serving of food.
10. Any food or drink on Temple Isaiah shelves, refrigerator or freezer are for Temple Isaiah use only. Please refrain from using any of those items.
11. Any wine or grape juice brought into the Temple must be **WHITE ONLY**.
12. The refrigerator/freezer may be used for storing food no more than 24 hours in advance of an Event with the approval of the Operations Manager. No food shall be left in the kitchen or refrigerator/freezer at the end of an event. **PLEASE NOTE: THERE IS VERY LIMITED REFRIGERATOR/FREEZER SPACE.**
13. All State of Maryland and Howard County laws must be strictly followed.
14. No smoking is allowed anywhere on the Temple Isaiah property. This policy applies to all employees, visitors and guests.
15. It is understood by the caterer that no later than 90 days from execution of this agreement the Lessee shall confirm arrangements pertaining to the kitchen and facilities use.

Date: \_\_\_\_\_ Caterer's Signature: \_\_\_\_\_

Lessee: \_\_\_\_\_



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## USE OF LIQUOR/ALCOHOL AGREEMENT

(To be filled out and signed by person booking this event)

The Lessee hereby indemnify Temple Isaiah and its directors, officers and employees hold harmless from and against any and all claims, actions, damages, liability and expense 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 agent, employees, or invitees of Lessee. This agreement includes any claims, actions, damages and/or demands arising out of the service of alcoholic beverages at Temple Isaiah.

If a caterer is used, the caterer shall provide an endorsement to Temple Isaiah on the certificate of insurance that host liquor liability is included.

If you are serving alcohol a bar tender is required.

Any wine/grape juice must be WHITE ONLY.

**WHETHER LIQUOR/ALCOHOL IS BEING SERVED OR NOT, THIS FORM MUST STILL BE FILLED OUT AND RETURNED.**

Liquor/Alcohol will be served:

Liquor/Alcohol will not be served:

Occasion \_\_\_\_\_

Date of occasion \_\_\_\_\_

Lessee \_\_\_\_\_

Signature \_\_\_\_\_

Current Date \_\_\_\_\_

**Return this agreement to Temple Isaiah no later than  
90 days in advance of the event booking.**