

Congregation Beth El Keser Israel
85 Harrison Street, New Haven, CT 06515-1724 (203) 389-2108 x114

ROOM USAGE AGREEMENT FOR USE OF BEKI CLASSROOM(S)

Your name: _____

Address (street, city, zip): _____

Phone (home and cell): _____

Email: _____

Date(s) of function: _____

Start and End time of function: _____

Description of function: _____

Approximate number of participants: _____

Are you a BEKI member? ____ Yes ____ No

If Yes, are you current on BEKI membership dues/obligations? ____ Yes ____ No

(Members must be current with all BEKI obligations or have finalized BEKI financial arrangements with the Office Manager and/or Treasurer at least 3 months before the function.)

Fees: \$45 per day for up to 5 hours of classroom use.

Additional \$100 per day for kashrut supervision of any food/beverages other than water brought into the building.

For nonmembers, a security deposit of \$500 is due at the time of reservation. This will be returned after the function, less any charges for damage to the facilities.

I hereby agree to the following terms:

1. There is no smoking anywhere on the BEKI property at any time.
2. You will be let into the building by the Office Manager or the Building Manager; it is your job to open the door to admit your guests. No external doors may be propped open.
3. You are responsible for tidying the room at the end of each session.
4. BEKI is not responsible for guests' property left on the premises.
5. You must supply responsible adults (at least 21 years old) to be chaperones at all children's functions. These adults must be present when the first child arrives and stay until the last child leaves.
6. You will be responsible for any damage to the facilities caused by your function.
7. You will abide by all religious decisions of the Rabbi in reference to the function.
8. This contract is not transferable.
9. Office Manager Peggy Hackett should be contacted for further clarification or questions.
10. If BEKI is unable to make the reserved room available on the chosen date, BEKI will return all payments in full and be subject to no further liability.

Date: _____

Date: _____ On behalf of BEKI: _____