

Har Sinai Congregation RENTALS 2014  
**RULES AND REGULATIONS**

**FOR THIRD PARTY SERVICE**

**PROVIDERS**

All caterers, party planners, florists, entertainment providers, orchestras, photographers, valet parking companies, etc., who work on the premises of Har Sinai Congregation must be approved by HSC prior to being engaged.

**Approval of Third-Party Service Providers/Vendors**

To qualify for approval all caterers or other agents retained must have the following materials on file with HSC:

- Signed Contract Agreement between service provider and renter
- Current Certificate of Insurance (coverage outlined in Facilities Use Policy)
- Approval from our Director of Programming and Membership

**Areas Available for Use**

Specific areas of HSC are rented for each event. HSC staff will assist in making sure that only these areas are used. Food and/or drink are allowed in the Social Hall and prohibited in all other areas except with the written authorization of the Temple Administrator.

**KITCHEN USE**

**Food Preparation**

All food shall be prepared in advance to the extent possible. All cooking done on the premises shall be done with the caterer's utensils.

1. No pork or shell fish products shall be served anywhere on the HSC premises.
2. All liquids must be dispensed in proper dispensers. Spillage must be dried up immediately.
3. The use of propane is strictly prohibited on the HSC premises.
4. Sternos and electric ovens may be used.

**Cleanup**

Caterers are responsible for the set-up of the rental area and cleanup of the rental area and the kitchen after their use. The kitchen must be cleaned immediately after the function and left in the same condition as found. This includes stoves, ovens, sinks, tables, cabinets, urns and all other equipment, as well as floors, doors, etc.

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- All food and food particles, liquid and liquid spillage, containers and food and liquid receptacles must be removed from the room assigned for the function immediately after the event.
- Floors in these areas must be cleared of food, paper, etc.
- All trash and garbage must be removed from the premises by the caterer immediately after the function. *All garbage cans will be provided with liners.*
- All equipment belonging to the caterer, including dishes, utensils and containers of any sort, as well as surplus food/liquids, must be removed from the premises immediately after the event.
- Rented dishes, serving pieces and utensils may not be left inside the building unless they have been washed. Scraped items with food residue will be left outside the kitchen, covered, until retrieved by the rental company.
- Paper/plastic dishes/utensils are only allowed if they are biodegradable. The caterer must remove paper/plastic dishes/utensils from HSC property after an event for proper disposal.
- **Checklist:**
  - ***Remove all items from the refrigerator and freezer and wipe out.***
  - ***Wipe out all ovens and remove any burnt foods, grease, etc.***
  - ***Remove all items brought into the station.***
  - ***Wipe down all tables/counters, carts and racks.***
  - ***Clean kitchen floor.***
  - ***Clean kitchen sinks.***
  - ***Place remaining garbage in the dumpster.***
  - ***Store any rental items to be picked up at a later time in a location agreed upon with HSC Facilities Manager.***

### **Access (If there is another event being held before yours)**

Caterers may gain access to our Kitchen 1 hour after the end of an event that was for 150 people or less, or 1 ½ hours after the end of an event that was for 250 people or more.

### **Use of Dish Washing Equipment**

If HSC's dish washing equipment is used, it may be operated only under the supervision of the HSC staff. All sinks must be used according to written signs. Any incorrect use of sinks may result in the retention of some or all of the security deposit as well as additional damages.

**Scheduling of Deliveries**

Deliveries to HSC in connection with any event must be scheduled in advance with the Temple Office. Deliveries for an event scheduled on a Saturday or Sunday can only be made between the hours of 12:00 p.m. and 3:00 p.m. on Friday afternoon. Pick up of these materials, if it's not possible directly after the event, must be scheduled between 9:00 a.m. and 4:00 p.m. on Monday if approved by the Temple Administrator or after 9:00 a.m. on Tuesday morning.

**DECORATIONS****Decorations Permitted**

The Sanctuary was designed to create an appropriate and dignified atmosphere for a wedding, Bar/Bat Mitzvah or other religious service. Decorations should be appropriate for the space, and HSC reserves the right to refuse decorations deemed inappropriate.

Arrangements for using HSC's Chuppah may be made through the Facilities Manager after consultation with the Rabbi.

**Decorations Not Permitted**

Decorations may not be affixed to the walls or hung from the ceiling. Heavy equipment may not be placed on the dance floor.

The following are not permitted:

- The use of highly flammable or explosive materials.
- The use of smoke machines.
- The throwing of rice on HSC property.
- ANY use of glitter or hay as party decorations..

**Removal of Decorations**

- All equipment and decorations brought in or used by the caterer or party planner are to be moved, erected, dismantled and removed by the caterer or party planner.
- All party decorations, including balloons, must be removed from the room IMMEDIATELY following the event.

**Use of Helium Tanks**

The use of helium tanks is permissible ONLY if the tanks are properly secured. Free-standing tanks will not be permitted under any circumstances.

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### **PARKING**

#### **Unauthorized Parking Areas**

Parking is not permitted in or near the following areas:

- Near the kitchen door
- In the area reserved for HSC staff
- In the fire lanes
- Wherever prohibited by sign

### **Security Officer's Responsibilities**

General:

- Security officers are required to have arresting authority in the County of Baltimore.
- Security officers are required to be in uniform and clearly identifiable by the renter and their guests.
- Security officers must arrive at a minimum of 15 minutes before the event is scheduled to begin.
- Upon arrival and departure, security officers should notify the on-site facility personnel.
- Security officers are expected to patrol Har Sinai Congregation's building and grounds during the event and NOT participate in the event.

During the Event:

- Assist guests with parking and direction to designated parking lots.
- Monitor and appropriately deal with individuals who become unruly and/or disruptive.
- Har Sinai Congregation is private property and anyone loitering should be asked to leave.

After the Event:

- Evening events must end by 1:00 a.m. Security officers are required to see that events end by this time.
- Monitor and escort guests (if needed) to their cars until all guests have left the premises.

## Kitchen/Caterer Rental Checklist

- Remove all items from the refrigerator and freezer and wipe out.
- Wipe out all ovens and remove any burnt foods, grease, etc.
- Remove all items brought into the station.
- Wipe down all tables/counters, carts and racks.
- Clean kitchen floor.
- Clean kitchen sinks.
- Place remaining garbage in the dumpster.
- Store any rental items to be picked up at a later time in a location agreed upon with the HSC Facilities Manager.

## Har Sinai Facility and Maintenance staff shall

1. Dress appropriately
  - a. Dress Code: Slacks and Har Sinai staff shirt
2. NOT participate in or be physically present inside the function (unless specifically invited and then approved by the Director of Programming and Membership)
3. First to arrive, a minimum of 30 minutes before any scheduled HSC or rental event
4. Establish communications with caterers and vendors immediately upon their arrivals
5. Let vendors know where they will be stationed at any given time
6. Stay available and on the premises at all times
7. Do not leave premises until received and monitored checklist
8. Walked and checked building for damage, security and cleanliness
9. Make sure administrative offices are locked and inaccessible at all times during rentals and events
10. Make sure storage rooms in the Social Hall are closed and locked