

Har Sinai Congregation
Rental Rules and Regulations
(Updated 2017)

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 Caterers

To qualify for approval, all caterers must have the following on file with HSC:

- Signed contract Agreement between caterer and HSC
- Current Certificate of Insurance
- Approval from Temple Administrator

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

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

- No pork or shellfish products shall be served anywhere on the HSC premises.
- All liquids must be dispensed in proper dispensers. Spillage must be dried up immediately.
- The use of propane is strictly prohibited on HSC premises.
- 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.

- 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 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.

Kitchen/Caterer 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 200 people or more.

Use of Dish Washing Equipment

HSC's dish washing equipment 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 and 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 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.

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.

Decoration 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 decorations are not permitted:

- The use of highly flammable or explosive materials.
- The use of smoke machines.
- The throwing of rice or confetti 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.

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 Officers' 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 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:

- Monitor and appropriately deal with individuals who become unruly and/or disruptive.
- Remain engaged and focused.
- 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.

HSC Facility and Maintenance Staff Shall:

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