



Date:

Name:

Address:

City/State/Zip:

Attached please find a copy of the rental agreement for use facilities at Congregation Netivot Shalom. Please read the agreement, including Exhibits A, B, and C. To confirm your rental, the following two items must be returned to this office no later than _____

1. Signed and completed rental agreement, including Exhibits A and B. Keep copies for your reference.
2. Two separate check(s) made payable to Congregation Netivot Shalom for the rental fee and damage deposit. Checks must be signed in the same name as the contract. Rental fee will be deposited upon receipt. Damage deposit fee will be held and torn up upon final inspection after the rental.

Item #5 of the attached agreement explains that reservations are not considered confirmed until all fees are paid and the signed rental agreement returned. If we do not receive your contract and fees prior to _____ we will automatically cancel your tentative reservation.

All access to the facility, other than during regular office hours, must be arranged through the office in advance.

Thank you for choosing Congregation Netivot Shalom. Please call our office if we can be of further assistance to you.

Sincerely,

Cathy Shadd Rosenfeld,
Facilities Rental Coordinator

Congregation Netivot Shalom
1316 University Avenue
Berkeley, CA 94702
(510)549-9447

CONGREGATION NETIVOT SHALOM RENTAL AGREEMENT

Name of renter:

Type of event:

Event Date:

Hours of Use:

Name of group if applicable:

Email:

Address:

City/State/Zip:

Phone:

Room/s reserved:

Approximate number of attendees:

Applicable room rental and other fees:

TOTAL:

Additional refundable damage deposit fee (by separate check):

Date for post-event inspection*:

*If renter wishes to be present for post-event inspection with CNS staff member, date and time to be pre-arranged and mutually agreed upon.

In consideration for use of the Library, Social Hall and/or other space at Netivot Shalom owned by Congregation Netivot Shalom (CNS) and located at 1316 University, Berkeley, California the undersigned hereby agrees to the following terms and conditions:

1. FEES The rental fees listed above will be charged for use.

2. DEPOSIT A damage deposit of \$200 is required by separate check. The deposit will be torn up after end of the rental period provided the premises are properly cleaned, no damage was done to the building or adjacent areas, and all rules governing the use of the space are followed by the undersigned and his or her guests.

3. SET-UP You, your group, or your caterer will be responsible for conforming to the synagogue guidelines regarding working on Shabbat:
 - 1) No hot food may be prepared during Shabbat, by anyone (Jewish or not).
 - 2) Set up for a post-Shabbat event may take place during Shabbat, but only done by non-Jews.
 - 3) Congregants are allowed to be present for early set-up, but are expected to observe Shabbat until the time for Havdallah has passed.

4. CLEAN-UP You, your group, or your caterer will be responsible for clean-up after your event including washing utensils and cookware and removing leftovers from the refrigerator (after Shabbat). Leave the room/s in the condition in which you found them.

All debris (balloons, decorations, leftover food, etc.) must be removed immediately after the event. If balloons have to be retrieved from the ceiling

or anything is left in the building, there will be a surcharge of half of the damage deposit. Set up and break down of furniture and acceptance of all deliveries are the responsibility of the renter.

Please consult your caterer for his/her assistance with regard to setup and tear down.

5. SECURITY Other than during regular synagogue business hours, there is a mandatory security fee of \$140 for all members and non-member rentals, regardless of the number of people and the time of day/evening. The security guard will open and close the building and set the security codes. Events lasting over 3 hours will require additional security at the rate of \$35/hour. *THERE ARE NO EXCEPTIONS TO THIS POLICY.*
6. RULES The undersigned agrees to follow and enforce the rules for all invitees, as set forth in Exhibits A, B, and C (attached) and made a part of this agreement by reference, which govern the rental and use of Netivot Shalom space.
7. CONFIRMED RESERVATIONS Reservations may be made at any time prior to the event. HOWEVER, this agreement must be signed and presented to the CNS office together with the rental fees and security deposit to guarantee the reservation. If request for a date has been made but contract and fees are not received by CNS, the date may be given to another party. Rental will not take place unless a signed copy of this agreement and the rental fees and security deposit are received at least ten (10) days before the rental date.
8. CANCELLATION If undersigned cancels at least 10 (ten) days prior to the rental date, a complete refund will be made. If cancellation occurs less than 10 days prior to the rental date, all or a portion of the deposit may be retained if facility is not rented to another party. If CNS cancels, a complete refund of whatever portion of payment renter has made will be paid. The undersigned understands that circumstances may arise prior to the rental date that will make rental to the undersigned by CNS impossible or impracticable. In such event, CNS reserves the right to cancel the rental, and will return all payments made by the undersigned for rental to CNS. The return of payments made to the undersigned will be the limit of CNS' liability in such event, and the undersigned agrees that CNS will not be responsible for any other damages resulting from such cancellation, whether such damages are foreseen or unforeseen.
9. HOLD HARMLESS The undersigned, on behalf of themselves and their organization, if any, agrees to indemnify and hold harmless Congregation Netivot Shalom, Berkeley School, its agents, employees and directors from any and all claims, expenses, attorney fees, settlements or judgments arising out of the Rental Agreement and the use of space at Netivot Shalom, including without limitation, claims relating to or for personal injury, property damage, defamation, providing, serving or consuming of alcoholic beverages or illegal drugs and/or for claims for expenses incurred in conducting the event which is the subject of the agreement, including expenses allegedly owed to caterers or other service providers.

10. DUTY

The undersigned shall be liable for any damage caused to Netivot Shalom during the use thereof by the undersigned, his/her guests or invitees. The undersigned shall be in attendance during the entire time that Netivot Shalom is in use by the undersigned, his/her guests or invitees. The undersigned understands that neither he/she nor his/her guests or invitees are to access the Berkeley School in any way. The undersigned further understands that he/she will be liable for, among other things, any damage caused to the Berkeley School by the undersigned or his/her guests or invitees during the rental period.

11. INSURANCE

For certain events, the undersigned must present a document verifying proof of liability insurance for \$1,000,000 naming Netivot Shalom as beneficiary.

I hereby agree to rent Netivot Shalom in accordance with the terms and conditions set forth in this agreement. I hereby acknowledge that I have read and understand this agreement and Exhibits A and B and agree to abide by all the requirements.

Signature: _____

Name Printed: _____

Date: _____

Attachment "A"

Facility Use Rules for Congregation Netivot Shalom

- A. If this rental is for the social hall, use of Netivot Shalom is limited to the social hall, outside CNS patio area in front of the building, kitchen, downstairs hallway, and rest rooms. Accessing restricted areas (such as, stairs, elevator, upstairs landing or any portion of the Berkeley School) will result in forfeiture of your security deposit. If this rental is for the library or any other upstairs room, use of Netivot Shalom is limited to that room, access thereto (stairs, elevator, hallways) or any other specifically stated area and restrooms. Accessing areas other than stated on the contract or any portion of the Berkeley School by you or any of your guests will result in forfeiture of your security deposit, and may require additional payments.
- B. Live or amplified music will be kept to a level which will not be heard by adjacent neighbors of Netivot Shalom. Excess noise of any type as determined by any member to the Netivot staff must cease upon request. Failure to comply will result in immediate termination of use of the premises.
- C. All areas used shall be left in the same clean condition as prior to use. All garbage must be removed from kitchen and main room. Garbage and recycling containers are provided outside the kitchen door. Each renter may fill 2 garbage and 1 recycling containers. Any excess trash must be removed from the premises. All supplementary cleaning necessary after use will result in additional janitorial charges to renter.
- D. Decorations or items that require the use of tape, tacks, nails, screws, glue, adhesive gum, or similar materials are not permitted.
- E. Rentals end at 11:00 p.m. sharp and all guests must all leave by that time. Clean-up may begin at 11:00 p.m. provided renter vacates premises no later than 11:30 p.m.
- F. NO SMOKING is allowed anywhere inside Netivot Shalom at any time.
- G. The renter must receive prior permission for any and all items which will be brought in from outside sources and delivered to Netivot Shalom and notify CNS in advance of the dates and times of deliveries (and removal of such items) to (and from) Netivot Shalom for their functions. Receiving/removal hours are 10 am to 4 pm Mon-Thurs and from 10 am to 1 pm Friday. No deliveries/removals can be made during Shabbat hours.
- H. To the extent Renter brings any food into the premises, Renter agrees to fully comply with the Netivot Shalom Kashrut Policy (see Attachment "C") and receipt of which is acknowledged by the Renter. Any violation of the Kashrut Policy will result in immediate disposal or removal of any and all food that does not comply with the policy. If renter refuses to comply with the Kashrut Policy, or if Renter is found to be involved in a continuing or serious violation of the Policy, Renter agrees that there will be an immediate cessation of Renter's use of Netivot Shalom, and a full forfeiture of any fees and security deposit paid.
- I. Fire exits must not be blocked at anytime.
- K. No animals (other than service dogs) are allowed at any time in the building.
- L. The front hallway, stairs and elevator must not be blocked in any way at any time.
- M. Arrangements must be made for rentals during weekday office hours at the time of reservation.

FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES MAY RESULT IN FORFEITURE OF YOUR SECURITY/CLEANING DEPOSIT

AGREEMENT:

I, _____, agree to the above conditions and will comply with these directives.
Signature of Party Responsible for Rental _____ Date: _____

Attachment "B"

Security Rules For Facility Rental At Congregation Netivot Shalom

1. Other than during regular synagogue business hours, there is a mandatory security fee of \$140 for all members and non-member rentals, regardless of the number of people and the time of day/evening. The security guard will open and lose the building and set the security codes. Events lasting over 3 hours will require additional security at the rate of \$35/hour. *THERE ARE NO EXCEPTIONS TO THIS POLICY.* Congregation Netivot Shalom uses AF Security Service. The Facilities Rental Coordinator will contract with the security company and their fees will be included in the total fees due to Netivot Shalom.
2. Any person or company renting the facility who inadvertently generates a “false alarm call” to the Berkeley Police department due to misuse of the alarm system will be charged accordingly (\$75-\$150).
3. The renting party shall be responsible for any damages to the facility or its environs resulting from the renting party’s failure to follow any of these security procedures.
4. Any arrangements, other than those laid out in this agreement must be made and confirmed with the Facilities Rental Coordinator.
5. **This contract offers permission to access the building ONLY for the dates and times specified in this contract.**

AGREEMENT:

I, _____, agree to the above conditions.

Signature of Party Responsible for Rental of Facility: _____

Date: _____

Cell Phone number: _____

Attachment "C"

Kashrut Policy At Congregation Netivot Shalom

Kavanah / Our Approach: The term "kosher" is a statement of purposefulness. Torah Scrolls, food, and choices can be "kosher" (or not). This document deals primarily with our food guidelines but reflects the larger approach of healthy and holy living we teach and live at Netivot Shalom. In other words, our integrated commitments to ethical, environmental, and ritual elevation are Kashrut standards by which we abide as a community. While individual members of the congregation have a wide variety of observances in their own homes, we have adopted the following rules as our kashrut policy for events, and expect everyone who purchases or prepares food for shul functions to follow this Kashrut policy. Netivot Shalom allows only dairy and pareve food at events held on our premises.

ALL processed food products need to have a recognized hechsher* (Kashrut certification). A hechsher is a symbol of approval stamped on the packaging of a product, which certifies that the facility manufacturing the product is under supervision of a rabbi who attests to the kashrut of the product. The only exception to this rule is hard cheese. All wine, juices, and purchased baked goods must have a hechsher. *Note: If a label has simply the letter "K", that alone does not signify that a product has a recognized hechsher. The hechsher with the symbol "Tablet K" is not acceptable. [Click here](#) for a list of all food-related items that do not require kosher certification (list provided by KosherQuest). For the Trader Joe's list of Kosher products, [click here](#) (except don't use those with "Table K" hechshers).

Kashrut Standards for the Synagogue Kitchen:

Netivot Shalom members are welcome to cook pareve and dairy meals in the synagogue kitchen, provided all ingredients adhere to our kashrut standards. We encourage members to cook together and to use the synagogue kitchen to prepare food for Netivot Shalom functions. This is one way we build community and share fun experiences together!

Kashrut Standards for Food Cooked in a Member's Home for a Synagogue Event in the Synagogue or Elsewhere:

If you keep a kosher kitchen: You can bring dairy or pareve food cooked in your home that adheres to our kashrut standards using hechshered ingredients where required. If your home is kosher and you keep "ingredient kosher", or if your home is vegan or vegetarian, use only hechshered ingredients when preparing food for community use and prepare and bring them in new recyclable/disposable containers. You are responsible for determining that your kitchen is kosher. Feel free to approach Rabbi Creditor with any questions.

If you do not yet keep a kosher kitchen: You can still bring food cooked or baked in your kitchen by using hechshered ingredients and by following these guidelines, (which, in effect, describe how easy it truly is to have a kosher kitchen):

*Begin by creating a separate space in your kitchen by scrubbing and cleaning your work area.

*Use only new utensils, pots, pans, and cutlery.

*Stovetop Cooking: You may cook on an electric or gas stove, using a new or kosher pot.

*Microwave Cooking: You may cook in a microwave after kashering it by cleaning the inside thoroughly and then bringing a glass of water in it to a boil.

*Baking: You may bake in the oven, after running the cleaning cycle. If the oven does not have a cleaning cycle, you can clean it thoroughly and run it at its highest temperature setting for 15 minutes prior to cooking.

*Cleaning: Use only new sponges when cleaning implements.

*Transporting: Foods should be brought to shul in new recyclable/disposable containers. Food should not be transported on Shabbat or Holidays.

For Kashering one's home kitchen - MAZAL TOV!! - please contact Rabbi Creditor.

Adopted: Kislev 5769 / December 2008

For any question of Kashrut, please contact Rabbi Creditor

List of Approved Caterers at Netivot Shalom

Lydia Brose (Netivot member) 510.559.3377 Lyd47@sbcglobal.net

Michael Cohen (Netivot member) 510.336.0503

Alan Finkelstein Catering 510-845-8275 alan.finkelstein@sjsu.edu

Janice McMillan (510) 387-6536. macmillanjanice@yahoo.com

Lois Moore Catering 510-482-9212 lois@loiscooks.com

Chef Tanya Nunes 650-755-4488 Tanya_nunes@msn.com www.cheftanya.com

Milk and Honey Caterers Deborah Kelman 650-212-6455

Oren's Kitchen, Arnon Oren, Chef/Owner 510.847.6265 info@orenskitchen.com www.orenskitchen.com

Monifa D. Milon, CEO, Cater Too, 1340 E. 28th St., Apt C, Oakland, CA 94606, monifamilon@yahoo.com, 510-820-6702

Selma Goldberg, selma5011@gmail.com, cell phone 510/693-2116

Eli Gilad, r-e-gilad@comcast.net, 510-912-8235

Aron Menda, Sephardic Catering Service, 510-524-3604 or 510-423-1421, Menda613@gmail.com