

**Congregation Gesher L'Torah  
Use of Facilities Agreement**

**CONGREGANT/RENTER INFORMATION**

NAME		
ADDRESS		
PHONE (HOME)	( )	-
PHONE (CELL)	( )	-
E-MAIL		

**DESCRIPTION OF EVENT**

DATE OF EVENT		
TYPE OF EVENT		
START TIME		
END TIME		
ESTIMATED NUMBER OF GUESTS	Adults:	Children/Teens:
Additional Description		

**FACILITIES RESERVED**

<input type="checkbox"/>	Sanctuary (for religious ceremony)	<input type="checkbox"/>	Multi-purpose Room
<input type="checkbox"/>	Sanctuary (for party room)	<input type="checkbox"/>	Classroom
<input type="checkbox"/>	Social Hall (with adjacent classroom)	<input type="checkbox"/>	Conference Room

Social Hall Maximum Seating Capacity: 180 theatre, 108 banquet  
 Sanctuary Maximum Seating Capacity: 220 theatre, XXX banquet

Total Amount Due	\$
Amount Remitted with Contract (50% of Total)	\$
Balance Due (30 days prior to scheduled event)	\$

# **Congregation Gesh L'Torah Use of Facilities Agreement**

## **TERMS OF AGREEMENT**

Congregation Gesh L'Torah ("GLT") hereby agrees to permit the person named below (the "Renter") to use GLT facilities in accordance with the terms and conditions set forth herein below:

### **1. Terms of Payment**

All fees will be paid in accordance with the following schedule:

- a) A deposit of fifty percent (50%) of the Total Amount Payable shall be due and payable at the time of the execution of this agreement; and
- b) The remaining fifty percent (50%) shall be due and payable thirty calendar days prior to the date of the event.

No facilities will be considered to be reserved until such time as the Renter and GLT have executed this agreement, and the applicable deposit has been remitted. In the event that the fees described herein are not timely made, GLT shall have no obligation to hold facilities hereby reserved by the Renter and may cancel the reservation. The Renter must be current in all dues, building fund contributions, religious school/preschool tuition and other fees and charges in order to schedule an Event or to reserve GLT facilities. GLT reserves the right to cancel any reservation if after entering into this agreement, such Renter becomes delinquent in any of his/her dues, building fund contributions, school tuition or other fees and charges.

### **2. Refund Policy**

In the event of a cancellation, GLT will refund any monies advanced as outlined below:

- a) Ninety days or more prior to the event: 100% of monies refunded
- b) Less than ninety days but more than thirty days: 75% of monies refunded
- c) Less than thirty days: 50% of monies refunded

### **3. House Rules**

Renter hereby agrees to abide by and comply with the Rules and Policies adopted by GLT relative to the use of facilities (the "House Rules"). A copy of the House Rules is attached as Exhibit A and is made a part hereof.

### **4. Event Vendors Compliance**

The Renter agrees to make all parties engaged by the Renter relative to the Event ("Event Vendors") aware of the House Rules, and understands that all Event Vendors must abide by and comply with the House Rules. Renters must provide a list of Event Vendors to the congregation office at least sixty (60) days prior to the event. At least forty-five (45) days prior to the Event, vendors must present:

- a) Certificate of Insurance indicating current coverage for the following:
  - Worker's Compensation in accordance with the laws of The State of Georgia,
  - Commercial General Liability with limits in an amount not less than \$500,000 per occurrence,
  - Liquor Liability (if alcoholic beverages are to be served) with limits in an amount not less than \$1,000,000 per occurrence, and
  - Listing of Congregation Gesh L'Torah as Additional Insured with respect to all the above coverages.

## **Congregation Gesher L'Torah Use of Facilities Agreement**

- b) Signed Hold Harmless Statement per Exhibit B
- c) A copy of their liquor license and/or permit from City of Alpharetta, if alcoholic beverages are to be served

In the event that the above listed documentation is not timely provided, Congregation Gesher L'Torah may, at its option, terminate this Agreement.

### **5. Indemnification**

As a material consideration in inducing GLT to enter into this agreement, the Renter does hereby agree to indemnify GLT, and hold it harmless, from any and all loss, cost, damage, expense (including, without limitation, reasonable attorney's fees actually incurred), demand, judgment, claim, cause of action and/or liability arising and against, from or out of the Event or the use of GLT facilities by the Renter, its vendors, agents, servants, contractors, employees, guests or invitees (including, without limitation, the Event Vendors). Such indemnification shall survive to the expiration or early termination of this agreement.

### **6. Damage to Facilities**

In all activities related to the Event, Renter does hereby agree to protect, preserve and maintain all GLT facilities. In addition, the Renter does hereby agree to utilize his/her best efforts to avoid risks to persons and GLT property related to the Event. In particular, the Renter understands and agrees that the Renter shall be solely responsible for any and all damage to GLT property by the Renter, by any invited guest of the Renter, or by any Event Vendor. In this regard, the Renter will reimburse GLT for any damage to, or loss of, GLT property as determined by GLT, sustained as a result of the use of GLT facilities by the Renter, its vendors, agents, servants, contractors, employees, guests or invitees (including, without limitation, the Event Vendors). GLT shall remit a statement to the Renter promptly after the event delineating any damages GLT shall have incurred with respect to the Event. Damage, breakage, clean up, and other out-of-pocket expenses may be taken by GLT out of the damage deposit, if any; and the remainder thereof shall be refunded by GLT by check delivered with such statement. In the event the damages incurred exceed the amount of the damage deposit, or if there shall have been no damage deposit, then the balance due and owing by the Renter for any such damage or loss shall be paid to GLT within thirty (30) calendar days of the date of the statement.

### **7. Liability**

GLT assumes no liability or responsibility to any party for personal injury, or damage or loss to property, related to or arising from the use of GLT facilities. In addition, GLT assumes no liability or responsibility for, and shall also not be held liable for, damage to or loss of any merchandise or personal articles brought onto the grounds of GLT, including, without limitation, merchandise and/or personal property stored on the premises of GLT in connection with the use of GLT facilities.

### **8. Force Majeure**

GLT shall not be liable for damages and may terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God such as act of nature (e.g. flooding, earthquake, tornado, etc.), wars, riots, insurrections and/or any other cause beyond GLT's

# Congregation Geshher L'Torah Use of Facilities Agreement

reasonable control provided that, as a condition to the claim of non-liability, GLT gives the other party to the rental contract prompt written notice, with full details following the occurrence of the cause relied upon.

## 9. Georgia Law

The Renter agrees that this contract shall be governed by the laws of Georgia

## 10. Dispute Resolution

If a dispute arises, the parties will try in good faith to settle it through mediation conducted by a mediator to be mutually selected. The parties will share the costs of the mediator equally. Each party will cooperate fully and fairly with the mediator and will attempt to reach a mutually satisfactory compromise to the dispute. If the dispute is not resolved within 30 days after it is referred to the mediator, it will be arbitrated by an arbitrator to be mutually selected. Judgment on the arbitration award may be entered in any court that has jurisdiction over the matter. Costs of arbitration, including lawyers' fees, will be allocated by the arbitrator.

The Renter and GLT agree that this Agreement sets forth the entire mutual agreement between them, and that any changes to the terms and conditions set forth herein must be (a) expressed in writing; and (b) signed by both the Renter and GLT.

\_\_\_\_\_ I have received a copy of the "House Rules" (exhibit A) and agree to all terms therein.

\_\_\_\_\_ I have received a copy of the GLT Kashrut Policy and agree to all terms therein.

\_\_\_\_\_ I have received a copy of the GLT Decorum Policy and agree to all terms therein.

\_\_\_\_\_ I have received a copy of the GLT Synagogue Guidelines and agree to all terms therein.

---

Printed Name of Renter

---

Signature of Renter

Date

---

Printed Name of Authorized Agent of Congregation Geshher L'Torah

---

Signature of Authorized Agent of Congregation Geshher L'Torah

Date

# Congregation Geshher L'Torah

## Use of Facilities Agreement

### EXHIBIT A - "HOUSE RULES"

1. Smoking on GLT property is prohibited at all times.
2. Decor: Choice of decorations, decor, cuisine, flowers and music is the responsibility of the Renter. The Congregation office must be informed of your planned decor and program. In addition, the following rules and regulations govern decorations:
  - a. Decorations are restricted to the facilities reserved; no decorations may be added to the outside of the building.
  - b. Rice and/or birdseed for wedding celebrations may be used outside of the building only.
  - c. Confetti guns and/or loose glitter may **NOT** be used.
  - d. Rose petals for wedding celebrations may be used only in conjunction with a fabric aisle runner.
  - e. Decorations of any sort shall not be attached, by any means, to the ceilings or light fixtures. Decorations shall not be pinned, nailed, stapled, or attached in any way to doors, drapes, pews, tables, chairs, furniture or other property. Easily removable non-marking tape (such as "gaffer's tape") may be used to temporarily affix decorations to walls.
  - f. All decorations and vendor equipment must be removed immediately following the Event.
  - g. Use of open flame candles is restricted to the Bar Mitzvah, Event cake or ceremonial candle lighting. Votive candles are permissible.
3. Dietary Restrictions: Use of the kitchen and all matters associated with food and beverages in the synagogue must be in accordance with the Kashrut Policy which is incorporated in this agreement by reference. Please see the GLT Kashrut Policy at [www.gltorah.org](http://www.gltorah.org), or request a copy from the Synagogue Administrator, the VP Ritual or the Rabbi.
4. Liquor: Alcoholic beverages may be served on GLT premises only to persons 21 years of age or older. Each Event serving alcoholic beverages is required to have bartender of legal drinking age who is not an Event guest. Such bartender is to be responsible for the set-up and tear-down of the bar facilities. The Renter is fully responsible for assuring that attendees drink responsibly, and that a valid liquor license/permit is maintained in accordance with all legal requirements. Whenever alcohol is served during an Event, security will be required and must meet GLT specifications.
5. It is the sole and exclusive responsibility of the Renter and/or its vendors to:
  - a. Serve and clear food
  - b. Clean waste from the floors and tables
  - c. Properly dispose of all waste
  - d. Properly remove all decorations
  - e. Wash and put away any dishes or serving pieces used for the event which are the property of GLT in accordance with the Kitchen Rules. The Kitchen Rules may be accessed through the GLT website or from the GLT Administrator.

## **Congregation Geshher L'Torah Use of Facilities Agreement**

The Renter and/or its vendors are solely and exclusively responsible for supplying garbage bags for the collection of garbage generated by the Event. The Renter and/or its vendors are solely and exclusively responsible for leaving the kitchen and other facilities utilized in a clean and orderly condition. If facility is not left in the clean state in which it was rented, the Renter will be assessed additional fees for cleaning.

6. Flowers: The Renter may, at its sole cost and expense, provide flower arrangements for the Bimah of the Sanctuary. All arrangements must be removed at the conclusion of the event.
7. Music: No lewd, vulgar or explicit lyrics are permitted.
8. Table and chair set-up: Renter must provide desired table/chair lay-out to the GLT congregation office no later than 14 days prior to the event. If not provided within 14 days, table and chair set-up become the sole responsibility of the Renter.
9. Photography/Video Recording: There is no photography or video recording in the building or on synagogue grounds on Shabbat. Photography for events must take place before or after Shabbat and must be arranged through the congregation office. If you have questions concerning the possibility of arranging for a copy of the video security surveillance tape of a service on Shabbat, please contact the office.
10. Closing Time: All events at Congregation Geshher L'Torah must conclude by 12:00 o'clock, midnight.
11. Security: It shall be the sole and exclusive province of GLT to determine the security needs for any Event. The security service provider regularly engaged by GLT to meet its security requirements shall provide all security personnel and other security services. GLT will make all arrangements with the security service provider for the provision of security for Events. Renter will be responsible for the actual cost incurred for the security officers or other required security services. Generally, armed off-duty law enforcement officers will provide security. If required, security personnel will generally be engaged according to the following schedule:
  - a. 75 to 224 people - 1 Officer
  - b. 225 or more people - 2 Officers
12. GLT assumes no liability or responsibility to any party for theft, loss or damage to personal items brought onto GLT premises whether in conjunction with an Event or otherwise.
13. Safety:
  - a. GLT shall be allowed to review all Event plans and related safety measures.
  - b. All laws and regulations particularly those dealing with safety and/or fire will be strictly enforced.
  - c. All exit doors, hallways, and stairwells must remain clear and unobstructed.
  - d. Weapons are not permitted on GLT property except as provided by Georgia law and outlined in the GLT Synagogue Guidelines under Building Security & Safety.

## **Congregation Geshher L'Torah Use of Facilities Agreement**

14. Deliveries: Deliveries to GLT in connection with an Event must be coordinated in advance with the congregation office.
15. Saturday evening events at GLT will begin after Shabbat ends. Please consult our website at [www.gltorah.org](http://www.gltorah.org) or <http://www.hebcal.com/shabbat/> for the applicable Shabbat end time, or consult with our Rabbi. We ask that you do everything you can to try to set up for Saturday evening events either before Shabbat begins on Friday or after Shabbat ends on Saturday evening before the applicable event. For any questions or concerns, please contact the Rabbi by calling 770-777-4009 or emailing to [rabbi@gltorah.org](mailto:rabbi@gltorah.org).

**Congregation Gesher L'Torah  
Use of Facilities Agreement**

**EXHIBIT B**

**Vender Hold Harmless Statement**

The undersigned Vendor hereby agrees to indemnify Congregation Gesher L'Torah (GLT), and hold it harmless, from any and all loss, cost, damage, expense (including, without limitation, reasonable attorney's fees actually incurred), demand, judgment, claim, cause of action and/or liability arising and against, from or out of the Event or the use of GLT facilities by the Vendor, its agents, servants, contractors, employees.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

Name (print): \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Congregation Gesher L'Torah  
Use of Facilities Agreement**

**EXHIBIT C  
Rental Fee Schedule\***

**Friday Night:**

Social Hall + Adjacent Classroom	\$100**
Multi-purpose Room	\$150

**Saturday Luncheon:**

Social Hall + Adjacent Classroom	\$100**
Multi-purpose Room	\$150

**Saturday Night:**

Sanctuary	\$300
Sanctuary & Social Hall	\$650
Social Hall + Adjacent Classroom	\$400
Multi-purpose Room	\$450

**Sunday Morning/Afternoon:**

Sanctuary	\$200
Sanctuary & Social Hall	\$400
Social Hall + Adjacent Classroom	\$200
Multi-purpose Room	\$300

**Sunday Evening:**

Sanctuary	\$250
Sanctuary & Social Hall	\$450
Social Hall + Adjacent Classroom	\$250
Multi-purpose Room	\$350

**Monday – Thursday Use:**

Sanctuary	\$200
Sanctuary & Social Hall	\$400
Social Hall + Adjacent Classroom	\$200
Multi-purpose Room	\$300

The Upper Classroom or Conference Room may be rented for a fee of \$50 for the first hour and \$25 for each additional hour.

\*All Renters/Users are still responsible for the cleaning and set-up fees for their event. *The standard cleaning fee for the Social Hall with adjacent classroom is \$100. The standard set up and cleaning fee for the Multi-purpose room is \$150.*

\*\*There will be no charge for members in good standing, as determined by the Treasurer, to use the Sanctuary, Social Hall and adjacent classroom for a life-cycle event when it occurs during a regularly scheduled service. Examples would include a Bat Mitzvah, Bar Mitzvah or baby naming.

## **Congregation Geshher L'Torah Use of Facilities Agreement**

If a custom set up is required (Anything that is NOT GLT's standard use set up) for any event then a set-up fee is applicable a will be charged with a minimum fee of \$50 for the first hour. An additional fee of \$25 per hour, or fraction thereof, for every hour thereafter, based on actual time needed for the custom set up.

For purposes of pricing, "Afternoon" events must end by 5:00. Any event ending after 5:00 pm is charged evening rates.

In lieu of a Kitchen Rental fee, it is suggested that a donation of \$100 per simcha event is made to the GLT Kitchen Fund.

For Non-Members wishing to use the facilities a rental rate that is 1.5 times the current rate will be applicable. Standard set up and clean up fees apply. A Refundable Damage Deposit of \$100 is required for Non-Members.

Prices are subject to change.