

Or Shalom Bayit Rental Policy

This policy document is for the guidance of the Or Shalom Board of Directors, relevant committees, and staff. It is not meant to be distributed to potential renters. Renters receive the "Or Shalom Building Rental Terms" and a "Rental Agreement" form.

- 1) **Renters.** Or Shalom may be rented to both members and non-members. To ensure the sanctity of Shabbat, non-members may not rent during Shabbat.
- 2) **Fee Guidelines.** The following general guidelines shall apply to rental fees:
 - fees for non-members shall be higher than those for members.
 - a member may rent for a group of which he/she is a part at the member rate, provided the member is in attendance at the event.
 - The Or Shalom treasurer may adjust the rental fee if there is financial hardship.
- 3) **Fees.** As of June 30, 2010, the recommended fees are as follows:

| | <u>Members</u> | <u>Non-Members</u> |
|--------------------------------------|----------------|--------------------|
| Multi-Purpose Room only | \$350 | \$500 |
| Multi-Purpose Room & Kitchen | \$450 | \$600 |
| Sanctuary only* | \$350 | \$500 |
| Sanctuary*, Multi-purpose, & Kitchen | \$500 | \$700 |

*Sanctuary use is subject to appropriateness of event.

All rates are per 6-hour day or per evening. Fees for longer periods, or regular bookings, are negotiable. The fees cover room rental, custodial, supervision and building access.

- 4) **Damage/Cleaning Deposit.** All renters shall pay, in advance, a refundable damage/cleaning deposit of \$200.
- 5) **Booking.** All renters must make arrangements at least 2 weeks in advance with the Or Shalom Office Manager. Such arrangements shall include the date and time of the rental, the areas of the building being rented, and the fees involved. These arrangements are to be confirmed in writing on the "**Or Shalom Building Rental Agreement**".
- 6) All renters shall be made aware of the conditions of rental including: security issues, kashrut policy, clean-up, and fee payment. These conditions are spelled out in the "**Or Shalom Building Rental Terms**", and are referred to in the "**Rental Agreement**" Form.

- 7) **Supervision.** Upon confirming a booking the office manager will recruit a “custodian” for the event. This person will assist with building access, and supervise the event. They are not expected to clean up. They will be paid \$18 per hour by Or Shalom. The Bayit Committee will work with the office manager to establish a custodian list.
- 8) **Clean-Up.** It is the renter's responsibility to maintain the cleanliness of the building and returning the building to as clean as it was found, or better, immediately following my event. Renters may not return at a later time /day to take care of the clean up.
- return all furniture to its original place
 - sweep all floors (washed, if anything sticky spilled)
 - wash and put away kitchen dishes and clean counters
 - collect garbage in garbage bins, but do not take out.
- 9) **Damage.** Renters are responsible for any damage to Or Shalom property that occurs during their

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Registered Charitable Organization
13228 1676 RR0001
event.

- 10) **Liability.** Or Shalom is not responsible for injury or lost, damage or stolen property of renters, their suppliers, or guests.