



Jewish Federation OF GREATER HARRISBURG

3301 North Front Street, Harrisburg, PA 17110-1436

Phone (717) 236-9555

FAX (1st Flr) (717) 236-8104; (2nd Flr) (717) 236-0965

website: www.jewishharrisburg.org

Facility Rental Terms & Conditions

Payment

A deposit of \$200 is due within 2 weeks of the application being generated. Failure to do so will result in your hold on the facility being removed. All balances are due no less than 1 week prior to the event. If the balance is unpaid, you will not be permitted to use our building on the day of the event. In the event this situation does occur, we reserve the right to retain the initial \$200 deposit as a booking fee. If you so choose to cancel your event, we require that you give us at least 2 weeks notice. If not, we again reserve the right to retain the \$200 deposit as a booking fee.

Conditions

A housekeeping fee will be charged for those times when housekeeping staff are not regularly scheduled to work.

A receptionist fee will be charged during those times when the building is not regularly scheduled to be open.

Applicants will be held responsible for any and all damages that occur to the facility or equipment during said event. Applicants are to clean up the facility and leave it as it was when they entered the event. Failure to do this will result in the possibility of you being billed for any repairs or excessive cleaning that needs to be done in the building.

The Jewish Federation of Greater Harrisburg reserves the right to cancel any reservation that does not conform with the spirit and standards of the Federation. We also reserve the right to cancel any reservation in favor of a Federation-sponsored event up to 60 days prior to date of said event.

Rules & Regulations

1. All balances must be paid one week prior to the event date. If your balance is unpaid you will not be permitted to use the facility on the day of event.
2. **The JCC is a kosher only facility.** All food that is brought into the building needs to be in adherence of this policy. If we find that there is non-kosher food at your event you will be asked to remove it from the building promptly. For information regarding kosher food or catering services contact Norman Gras at 717-856-5913.
3. **Equipment may only be brought into the building using either the main entrance front doors or the rear loading dock doors in the Mary Sachs. You will be solely responsible for ANY liabilities that may occur as a result of using other building doors.**
4. **No open flames (candles, matches, smoking, lit incense, etc.) are permitted in the JCC without prior written authorization from the Federation CEO.**
5. The person or group renting the space is responsible for monitoring alcohol service and consumption occurring in the space while it is rented to them. Further, the person or group renting the space will be liable for any problems that result due to the service and consumption of alcohol in the space while it is rented to them. This liability includes the responsibility to defend (pay legal fees) and indemnify (pay damages) the Federation for any amounts that the Federation is found to be liable as a result of the service and consumption of alcohol in the space when it is rented to the person or group.
6. Please leave our facilities in a good clean order upon your departure. You are required to clean up after your event. Anything that you brought into the building must be taken with you when you leave. *You are not required to do anything with the tables and chairs.*
7. All room rental or set-up information must be cleared through Beth Romano. She can be reached at 717-236-9555 ext. 3204.

Have a wonderful time!

I have read and understand the policies as stated above. Intending to be legally bound hereby, the Applicant agrees to hold the Jewish Federation harmless and will defend and indemnify the Jewish Federation against any public or personal liability and/or personal property damage liability, which may arise by reason of the use of the Jewish Community Center by the Applicant, members of the Applicant's group and/or guests of the Applicant. The Applicant agrees that if any portion of the building in which the event is being held is damaged during the term of this agreement, the Applicant will pay the Jewish Federation upon demand such sum as shall be necessary to completely restore the building and/or equipment back to its original condition. The Applicant hereby assumes full responsibility for the character, acts and conduct of all persons acting for or on the behalf of the Applicant. The Applicant agrees to adhere to these policies and will confine the members of its group and staff to the areas designated for use by Applicant. The Applicant further understands that it will be billed if there are any repairs or excessive cleanup that is required after the event.

Name of Event: _____

Date of Event: ____ / ____ / ____

Applicant (if group rental)

Applicant (if individual rental)

OR

Print Name of Group

Print Name of Individual

Signature of authorized person
(President, chair, etc.)

Signature of individual

Date

Date