



THE CENTER

Katie & Irwin Kahn Jewish Community Center RENTAL PROCEDURES AND POLICIES

You are responsible for adhering to all regulations pertaining to the rental of areas within the Katie and Irwin Kahn Jewish Community Center (JCC). Please read through the entire package of rental information before signing the Rental Contract. **Failure to do so may result in loss of all or part of your security deposit.**

- A signed Rental Contract, 25% of room rental and \$150 security deposit are required to guarantee room and date. If event is less than 60 days away, full payment and all forms are required.
- The remaining rental balance and other charges are due 30 days prior to event date. **Failure to pay the balance within the 30 days will result in loss of reservation deposit and date requested.**
- Security deposit will be returned provided that the JCC staff is assured that all contract requirements are fulfilled.
- Return of security deposit will be issued in 1 – 2 business days after date of function.
- Security will be required for all events that are after business hours and/or events with over 100 attendees. Renter will use and be financially responsible for security from Richland County Sheriffs Department. Renter must supply a receipt verifying that security has been scheduled.

CANCELLATION POLICY

1. A letter of cancellation must be received before a refund can be processed.
2. Reservation deposit is refundable 45 days or more prior to event date.
3. Transfer of event date is allowable 45 days or more before event.

REASONS FOR LOSS OF SECURITY DEPOSIT

1. Violation of rules by Renter or vendors contracted by Renter
2. Destruction of facility or property of JCC.
3. Breakage, damage, and/or loss of items from kitchen or facility.
4. Rented space not left in clean and safe condition
5. Late submission of required information regarding function.
6. Early arrival or late departure.



Katie & Irwin Kahn Jewish Community Center HOUSE RULES

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Animals

o Animals used to assist individuals are allowed. All other animals are prohibited.

Banners

o Banners may be displayed in locations approved by JCC staff. User must supply the display system. The JCC does not allow banners to hang from painted railings or from acoustic panels.

Children / Youth

o Groups of five or more children / youth must be accompanied by an adult who will be responsible for their actions.

o If significant problems are noted, notice may be given that requests for future meetings of a similar nature may not be honored.

Clean-Up

o Spills or other accidents are to be reported to the JCC office immediately.

o User is responsible for assuring that all trash has been placed in appropriate receptacles before vacating the room(s).

Decorations

o Decorating may be done if User furnishes decorations.

o User is responsible for removing all decorative materials.

Decorum

o Loud, rude or riotous noise and/or disorderly conduct will not be tolerated.

o Climbing or walking upon any piece of furniture or equipment not intended for such purpose is prohibited.

Displays / Postings

o Displays, signs, flags, or decorations may not be erected, attached or mounted inside the JCC without staff permission.

o Meeting notices or other written material may not be posted without prior approval.

o Handbills, literature or promotional materials that advertise, promote, or identify a commercial enterprise may not be distributed without JCC permission..

Electrical Outlets

o The JCC does not allow equipment to be plugged into outlets without prior authorization.

Some items will not be approved because of a potential for overload of the system.

Enforcement

o If damage to buildings, grounds or equipment is noted, JCC may charge the User responsible (or the Using agency) for the cost of repair.

Equipment

o Chairs and tables are available at no charge to User. User - at own expense - may supply or rent additional equipment. JCC will not assume liability for such items delivered or stored on the premises.

o Equipment brought in must be approved in advance upon reserving space and must be removed immediately following an event.

Firearms

o No one may carry, either openly or concealed, firearms or other dangerous weapons, unless authorized by law.

Floral / Plants

o All floral arrangements and plant matter brought into the building must be clean and pest free.

Food and Beverage

o Alcoholic beverages will not be allowed outside of designated areas

o If food and beverages are taken into a room, disposal of all remains must be made in appropriate receptacles.

o A licensed caterer may use food-warming devices that require open flame only if fire extinguishers are provided.

o If beverages are spilled in rooms, User must notify JCC staff immediately, so that spot cleaning may be done.

o No pork or shellfish are allowed on the premises.

Music

o If music is part of an event inside a conference room, it cannot interfere with other meetings or with the on-going business of other agencies.

Posters / Signs

o JCC will dispose of any unauthorized or improperly posted material found in the building or on the grounds.

Security

o User is responsible for booking and paying security for all events that are after business hours and/or events with over 100 people. Renter will use and be financially responsible for security from Richland County Sheriffs Department. Renter must supply a receipt verifying that security has been scheduled.

Set-Up

o Once a room is set up for User, User will not rearrange the room. If changes must be made, User will contact the JCC.

Smoking

o Smoking is not permitted inside the building. User must comply with campus smoking policies.

By signing this document, User agrees to comply with and be bound by the terms of this Agreement.

Signature of Renter: _____ Date: _____

Signature of JCC Representative: _____ Date: _____