



## APPLICATION FOR BUILDING USE

Please complete the form and return to: Cong. Beth Elohim, P.O. Box 2218, Acton, MA 01720 or fax to: 978-263-8610  
**at least four (4) weeks prior to date of event**

1. Date of Application \_\_\_\_\_
2. Name of Applicant (organization or individual) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_
3. Event Date \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_  
Set-up Date \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_  
Clean-up Date \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_
4. Facilities Needed:  Social Hall  Sanctuary  Community Court  
 Kitchen  Classroom(s)  
Other: \_\_\_\_\_
5. Type of Activity \_\_\_\_\_  
\_\_\_\_\_
6. Approximate Number of People: \_\_\_\_\_ Adults \_\_\_\_\_ Children
7. Equipment Required: Chairs (CBE has 90) \_\_\_\_\_  
Round Tables: 72" (CBE has 12) \_\_\_\_\_ 60" (CBE has 10) \_\_\_\_\_  
Rectangular Tables: 8' tables (CBE has 9) \_\_\_\_\_ 6' tables (CBE has 3) \_\_\_\_\_  
Other: \_\_\_\_\_
8. Name of Caterer: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Contact name: \_\_\_\_\_
9. Alcohol being served? (**requires liability insurance certificate**) \_\_\_\_\_  
[Y/N]
10. Name of Florist \_\_\_\_\_ Phone number: \_\_\_\_\_
11. Equipment Rental (chairs, tables, linens, etc) \_\_\_\_\_  
Phone number: \_\_\_\_\_ Delivery date/time: \_\_\_\_\_

(over)

I have read the "Building Use Policy" of Congregation Beth Elohim. I agree to abide by the rules and regulations related to the use of this facility in their entirety. I and/or my organization will hold the Board of Directors and Congregation Beth Elohim and all its agents and representatives harmless from any problems resulting from leasing or utilization of the premises.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

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TO BE COMPLETED BY BETH ELOHIM STAFF ONLY

Application Received: \_\_\_\_\_  
Congregation Secretary \_\_\_\_\_  
Date

Event Coordinator: \_\_\_\_\_

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Approvals Required (Indicated by X)

\_\_\_\_\_  
Congregation Secretary (date & space available) \_\_\_\_\_  
Date

\_\_\_\_\_  
Board Representative (non-Congregant applications) \_\_\_\_\_  
Date

\_\_\_\_\_  
Rabbi (Caterer approval) \_\_\_\_\_  
Date

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Applicant Notified: \_\_\_\_\_  
Congregation Secretary \_\_\_\_\_  
Date

Comments/Instructions \_\_\_\_\_

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Estimated Fees (schedule attached) \_\_\_\_\_

Fees Collected \_\_\_\_\_  
Amount \_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

### Cost of Building Use

EVENT	SPACE	SETUP	MEMBER	NONMEM
Regular Kiddush following Bar/Bat Mitzvah (<1 hour)	Kitchen, Social Hall and/or Community Court	2-3 tables for food & beverage	N/C	N/C
Extended Kiddush following B/BM (1-2 hours)	Kitchen, Social Hall and/or Community Court	tables for food & beverage, tables and chairs for seating as desired, etc. (setup and cleanup)	\$200	\$400
Luncheon (4-5 hours)	Kitchen, Social Hall, etc. <i>(CBE MEMBERS ONLY—partial use of Sanctuary space)</i>	Tables, chairs, etc. (setup and cleanup)	\$400	\$800
Dinner, wedding (evening event of 4-5 hours)	Kitchen, Social Hall, etc. <i>(CBE MEMBERS ONLY—partial use of Sanctuary space)</i>	Tables, chairs, etc. (setup and cleanup)	\$750	\$1500
Wedding Only (non-member)	Sanctuary			\$500
Use of upstairs space for non-profit groups (Hadassah, JCC, etc.)				\$30/hr. custodial time

## ROOM SETUP

Please provide a general setup diagram for the social hall and/or the community court. Changes can be made to the setup before the actual date.

Social Hall

Community Court