

**Each event is priced separately, and each event requires separate forms.**

*Receipt of this form does not imply a commitment by Congregation Beth Shalom (CBS).  
Requestor agrees to abide by all policies of CBS, including the Building Use Policy.*

Name: \_\_\_\_\_ Date of Event \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Member of CBS? Yes \_\_\_\_\_ No \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Expected guests under 18\*\*: \_\_\_\_\_ Expected adult guests: \_\_\_\_\_ Total Expected Guests: \_\_\_\_\_

*\*For all events at which children under the age of 18 will be present, a chaperone (person specifically designated to supervise such children) must be provided. If the number of children is from 20 to 40, two chaperones must be provided with one additional chaperone required in increments of each 20 children thereafter.*

**Room(s) required\*:**

- |  |   |
|--|---|
| <input type="checkbox"/> Social Hall (250 Person Capacity)                             | \$250 Member Usage Fee/\$500 Non-Member Fee   |
|  | Members reserving Social Hall for Saturday luncheon may also use for prior Friday night dinner at no additional cost        |
| <input type="checkbox"/> Dance Floor (21 ft. x 21 ft)                                  | \$200 Dance Floor Set up Fee  |
| <input type="checkbox"/> Sanctuary (250 Person Capacity)<br>(No food or drink allowed) | Complimentary with Social Hall/Member Life Cycle Events<br>\$200/1 <sup>st</sup> Hour Non-Member Fee, \$50/additional hours |
| <input type="checkbox"/> Library/Classroom (20 Person Capacity)                        | \$50 Member Fee per Session   |
| <input type="checkbox"/> Youth Lounge (35 Person Capacity)                             | \$75 Non-Member Fee per Session   |

Table(s) Required: \_\_\_\_\_ Round-65" (Seats 8-10) \_\_\_\_\_ Rectangular (8'x 2'6") \_\_\_\_\_ Rectangular (6'x2'6")

Social Hall Configuration: *Use attached diagram to indicate needs* Other Needs:  Microphone  Podium

**Food and Catering:**

Will Food be served?  Yes  No Caterer Name \_\_\_\_\_

Using CBS Dishware?  No  Yes (Prewashing and Clean-up of dishes will need to be handled by caterer)

Using CBS Tablecloths?  No  Yes (Royal blue, Aqua, Black, and Maroon tablecloths available no charge; however, washing pre- and post- event is responsibility of event host)

**If caterer will be cooking food onsite, then a Signed Caterer Agreement and \$200 Catering Usage Fee must be delivered by caterer 30 days prior to event.**

*See following pages for more details regarding our community's building security, alcohol, Kashrut, allergen, and decoration guidelines.*

**Total of all costs: \$ \_\_\_\_\_ Non-refundable 25% deposit included: \$ \_\_\_\_\_**

*A room reservation can only be made with this form, and a deposit representing 25% of total costs, submitted to the synagogue office when making the reservation. Total fees are due 2 weeks before event.*

**Failure to clean the kitchen and dishes used will result in a \$250 clean up charge**

**SNAPSHOT: Building Security Guidelines**  
(full darshan protocols available for review upon request)

A Greeter/Darshan is mandatory at all functions and events to maintain a secure environment. The Greeter/Darshan may be an event participant or attendee, a volunteer from the Core Darshan list (which can be provided by the office), or the event host. All Greeter/Darshans must participate in either a brief phone or on-site training session.

Summary of Greeter/Darshan Responsibilities:

- Arrive 15-30 minutes before start of event.
- Find panic lanyard hanging in the workroom next to the door and place around your neck.
- Unlock all 4 outer vestibule doors using hex key. LEAVE INTERIOR VESTIBULE DOORS LOCKED
- Individually open interior doors for guests and welcome them (DO NOT PROP OPEN DOORS)
- Help guests with any questions and directions to washrooms or coat closets.
- Remain in the lobby throughout event. If you must take a break, find a substitute during that time.
- At the conclusion of event, return the panic button to its place in the workroom.
- You may leave ONLY after confirming that ALL of the synagogue doors are closed and locked or confirming that SOMEONE ELSE has agreed to lock all doors and set the alarm. This includes \*lobby front exterior \*lobby courtyard \*kitchen \*social hall \*preschool \*classroom hall.
- You do NOT need to set the alarm unless you are the last person in the building.

Greeter/DSP Name (event leader assumed unless otherwise designated): \_\_\_\_\_

Greeter/DSP Cell Phone Number (must be on and answerable while on the premises): \_\_\_\_\_

At this time, Congregation Beth Shalom only provides contract security for religious services. Given sufficient notice, we can help to arrange for contract security either through our relationship with Blue Star Security or with the Naperville Police Department, However, all fees must be covered by the host family.

**I have read, understand, and will follow the synagogue's building security guidelines while using space at CBS.**

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

**SNAPSHOT: Alcohol Guidelines**  
(full alcohol guidelines available for review upon request)

Alcohol may not be served to or consumed by an individual under the legal drinking age of 21, unless all of the following requirements are met:

1. The alcohol consumption is part of a sacrament or is in direct connection with another religious ceremony or ritual that has a longstanding tradition in the Jewish faith;
2. The amount of alcohol consumed does not exceed one single serving; and
3. The minor's parent or guardian is present and has specifically permitted the minor to consume the alcohol.

**I have read, understand, and will follow the synagogue's alcohol guidelines while using space at CBS.**

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

**I have read and understand the Congregation Beth Shalom Building Use Policy. I will submit final payment no later than two weeks before the event detailed above.**

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

Received at CBS by: \_\_\_\_\_ Date: \_\_\_\_\_

For information on CBS Building Use, contact [sprousa@napershalom.org](mailto:sprousa@napershalom.org) \* Phone: 630-961-1818

# SNAPSHOT: Kashrut, Allergen and Decoration Guidelines

## **KASHRUT**

Our Kashrut Policy strives to assure that all CBS members are comfortable at any event. CBS has separate policies for Meat, Non-meat, Pareve, and Passover:

### Meat products

- a) Any meat brought onto CBS premises must be strictly kosher, i.e. it must be kosher slaughtered and come from a kosher purveyor. No pork or pork products are allowed.
- b) Meat dishes shall be cooked/prepared in kosher pots and pans reserved for that purpose.
- c) Caterer needs to disclose, no later than 24 hours before event, an invoice for the raw meats showing they are Kosher and where they were purchased.

### Dairy, vegetarian, and fish dishes (together referred to as non-meat for this purpose)

- a) Food containing only dairy and/or vegetarian ingredients need not be prepared in a kosher kitchen. Non-meat ingredients must not include lard, chicken or beef stock, or other meat products, and no glycerin/ gelatin unless specified kosher on the label (including marshmallows).
- b) CBS accepts all cheeses to be kosher except ones containing meat or shellfish.
- c) Kosher fish requires that the fish have fins and scales and therefore excludes all shellfish, shark, catfish, and others. (Swordfish is considered kosher)

### Meat and Dairy and Pareve

- a) Meat and dairy may not be served together at any event held in CBS. This means making sure that ingredients in meat meals do not have any dairy ingredients, and vice versa.
- b) Fish, eggs, fresh fruit and vegetables, grains and packaged items marked Pareve (meaning the food has neither dairy nor meat ingredients) may be used at any meal.

### Passover

- a) During Passover, the Synagogue maintains a strictly kosher policy.
- b) All baked foods brought in must come from a kosher caterer or be store bought and packaged with kosher for Passover markings and all food preparation must take place at the Synagogue using Passover cookware and disposable dishes.

## **ALLERGENS**

We are a nut free facility and do not allow any peanuts or tree nuts within the premises. We recognize that we have many congregants with other dietary restrictions. To the extent possible, we encourage Hosts to label food products so that attendees are able to avoid other potential allergens (such as gluten, dairy).

## **DECORATIONS**

No decorations, signs or tags shall be placed by Host, its employees, agent and/or invitees on any part of the facilities or CBS property without the prior consent of CBS. In particular, no signs or decorations may be adhered to the inside of any glass surfaces, as this may damage protective film. No hallways or exits shall be obstructed in any way by Host, its employees, agents and/or invitees. No property of CBS shall in any way be removed by Host, its employees, agents and/or invitees.

Due to concerns over environmental impact and latex allergies, the use of latex balloons is strongly discouraged. Should Host choose to use latex balloons, they must first receive written permission from the CBS office. All balloons must be immediately removed from the building at the conclusion of the event.

Royal blue, Aqua, Black, and Maroon tablecloths available no charge; however, washing pre- and post- event is responsibility of event host

Confetti and glitter are not allowed in our building.

Indoor use of any pyrotechnics, flammable, or explosive devices is expressly forbidden.

**I have read, understand, and will follow the synagogue's Kashrut, Allergen, and Decoration Guidelines while using space at CBS.**

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

**Please use this Building Diagram to Indicate Set-up Needs**

