

## **St. Louis Hillel Rental Policy**

The St. Louis Hillel embraces the diversity of the Jewish community and welcomes the use of its facility by other campus groups, community groups and individuals. St. Louis Hillel's commitment is first and foremost to our students' programming; therefore students' needs take precedence when considering rental opportunities. Rental of any space in the building is always subject to staff availability. During Washington University's fall, Thanksgiving, winter, spring, and summer break schedules, rentals may have limited availability. No space will be available for rentals during Washington University's orientation week. If the rental is on a Jewish holiday or Shabbat, the use of the building must be appropriate for that day.

### **Food Policy**

Food served at Hillel is expected to comply with Jewish dietary custom and the laws of Shabbat and holidays. While food served by groups meeting in these areas need not be kosher in the strictest sense, the entire Hillel building is a Jewish space. Jewish sensitivities prevail.

### **Alcohol Policy**

- Wine and liquor may be permitted at private events. If served, it should be dispensed in moderation only. Bar service is permissible as long as it is not a cash bar. The tending of the bar is the caterer's responsibility and Hillel employees cannot tend bar.
- No person or organization using Hillel facilities may sell liquor by the drink. Further, no person or organization using Hillel facilities may allow its guests to bring in their own liquor.
- **No alcoholic beverages may be served to anyone under 21 years of age on Hillel property.**
- Student groups must follow Washington University's Alcohol Policies.

### **Other Policies**

All organizations/groups renting space at St. Louis Hillel are required to provide a certificate of Insurance naming St. Louis Hillel as an additional insured for the time of rental. Individuals renting space at Hillel are encouraged to obtain a certificate of insurance naming St. Louis Hillel as an additional insured for the time of rental. If individual insurance is not obtained, the individual understands that they are not covered under insurance.

Certain events may require Hillel staffing. A fee of \$25/hour will be applied to these events. The Hillel staff person role is to assist with scheduling of drop-off materials, open and close the building for an event, and be on site during event. Hillel staff person will not serve as an event/party planner. It is the renter's responsibility to hire and work with a full service caterer/event management company if needed.

Use of the Hillel facility is restricted to only those areas rented and common lobby's and restroom facilities, use of other portions of the building not in the rental agreement is not allowed. Rental of the area chosen will be vacated promptly on or before the concluding time specified.

St. Louis Hillel does not provide custodial services. All trash, recyclables should be thrown in the proper container. Any other Hillel property or supplies should be cleaned and returned to the proper storage place. Furniture may be left in place. If St. Louis Hillel is required to arrange cleaning after the rental, the renter shall be charged a minimum of \$25 for custodial fees. Renters will pay for loss, breakage, and/or other damage to the building, property and its equipment caused by the renter's use.

St. Louis Hillel is smoke-free. Smoking is prohibited anywhere inside the Hillel building.

Renters agree to follow the St. Louis Hillel Rental Procedures for acquiring space and payment.

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*All Renter's will have a signed copy of the St. Louis Hillel Rental Policies on file.*

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ I have provided a certificate of insurance, or am covered through Jewish Federation.

\_\_\_\_\_ I am not providing a certificate of insurance and understand the risk identified above.

I \_\_\_\_\_ have read and agree to the St. Louis Hillel Rental Policy.

*Rental Applicant's Name Printed*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*



# Application for Use of the Facility

Date Requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_ *(Attach list of dates if applying for repeat rentals)*

**TIME OF EVENT:** From \_\_\_\_\_ (am/pm) To \_\_\_\_\_ (am/pm)  
*Doors Unlocked 1/2 hour prior. If more time needed, please advise.*

**GROUP/ORGANIZATION NAME:**  
 \_\_\_\_\_

Address: \_\_\_\_\_

**Payment Arrangement: FEE: \$** \_\_\_\_\_

\_\_\_\_ Pay by Check (payable to St. Louis Hillel)  
 \_\_\_\_ Pay by Credit Card (Call 314-935-9038)  
 \_\_\_\_ Invoice Needed

Facilities required: \_\_\_\_\_ Full Auditorium \_\_\_\_\_ Golman Lounge  
 \_\_\_\_\_ Small Half Auditorium \_\_\_\_\_ Living Room  
 \_\_\_\_\_ Large Half Auditorium \_\_\_\_\_ Library (2<sup>nd</sup> Floor)  
 \_\_\_\_\_ T.V. Lounge

Name of caterer \_\_\_\_\_ Phone \_\_\_\_\_  
 Delivery date \_\_\_\_\_ Delivery time \_\_\_\_\_ (am/pm)

Please provide the following specific information:

1. Hot Water / Tea / Instant Coffee needed. Yes \_\_\_\_\_ No \_\_\_\_\_
2. Water pitchers and cups needed. Yes \_\_\_\_\_ No \_\_\_\_\_
3. Sound system: microphones needed. Yes \_\_\_\_\_ No \_\_\_\_\_  
 Please indicate placement of microphone in your sketch. *Only available in small or full auditorium.*
4. Easel needed. Yes \_\_\_\_\_ No \_\_\_\_\_
5. Number of chairs needed \_\_\_\_\_ Number of tables needed \_\_\_\_\_
6. Do you need table covering? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Room arrangement: sketch on the attached sheet. No set-up will be provided unless complete instructions and sketch are included.
8. Special instructions:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Return to:**  
 St. Louis Hillel / Attn: Denise Walsh, Office Manager  
 6300 Forsyth Blvd, St. Louis, MO 63105  
 314-935-9038 / 314-935-9041 fax, denise@stlouishillel.org