



Westside Jewish Community Center
5870 Olympic Boulevard
Los Angeles, California 90036
Phone: (323) 938-2531 Fax: (323) 954-9175

Facilities Rental Reservation Request Form

The reservations and arrangement for use of Westside Jewish Community Center facilities should be made through Stephanie Kane. No reservation is confirmed until this form is completed (with payment) and approved. Any questions should be directed to Stephanie Kane, 323.556.5215.

Please read the **Rental Guidelines** before completing this form.

Name of Event: _____

Description of Event: _____

Sponsoring Organization: _____

Address: _____

Contact Person: _____ Phone: _____ Email: _____

Day and Date of Event: _____ Anticipated Attendance: _____

Actual Event Time: From/To _____ a.m./p.m.

Entrance Time: _____ Exit Time: _____ (For setup/cleanup needs. Please note fees apply).

Will alcohol be served? _____ Will food be served? _____ If yes, describe (i.e., hors d'oeuvres, dinner, etc.)

Will an admission fee be charged? If so, amount \$ _____

Organization Responsible for Payment: _____

Are you a WJCC Member _____ Nonprofit Organization _____

How did you hear about renting at WJCC? Member _____ Website _____ Referral _____
Other _____

Signature of person completing this form* _____ Date _____

*By signing this form you acknowledge that you have read and understand the **Rental Guidelines** (pages 3-6) and will abide by all stipulations set forth in this document.

Facilities Requested:

- Weinberger Auditorium
- Weinberger Auditorium Lobby
- Main Lobby
- Eli Sherman Gymnasium
- Berch Lounge
- Founders Room
- Singer Solarium
- Small Classrooms
- Berman Patio
- Other (describe) _____

A/V Equipment Needed:

- Wireless internet service
- Projector
- DVD player
- Microphone
- Film screen (Auditorium only)
- Auditorium stage
- Auditorium stage lighting and audio

Equipment Needed:

- Speakers
- Podium
- 5 foot round table (18 available)
- 6 foot rectangular table (4 available)
- 8 foot rectangular table (24 available)
- Vinyl banquet chairs-black (350 available)
- Plastic folding chairs-gray (100 available)

Rental Guidelines for Westside Jewish Community Center

Rental includes:

- The exclusive use of specified room/s during the hours necessary for the event.
- Basic set-up by our staff.
- Use of tables and chairs arranged to suit the size of your event.
- Rental fees will be charged for: set-up, clean-up and event run time.

Portable sound and audio visual equipment may be available for an additional charge, inquire at time of rental.

Who is able to rent?

Westside Jewish Community Center is a private facility. Westside Jewish Community Center rents space to current members of the JCC. In addition, we also rent to community non-profit groups. WJCC staff reserve the right to rent at their discretion to ensure that rentals adhere to the mission and values of WJCC as well as appropriate use of space.

Rooms Available for Rent (see room descriptions for details):

Weinberg Auditorium - \$125 an hour (4 hr. minimum)

Sherman Gymnasium – \$85 an hour (1 hr. minimum)
- for appropriate activities only, see special gym section

Berman Outdoor Patio - \$60 an hour (2 hr. minimum)

Singer Solarium - \$60 an hour (2 hr. minimum)
– limited availability

Founder's Room - \$50 an hour (1 hr. minimum)

Berch Lounge - \$50 an hour (1 hr. minimum)

Small classrooms- \$50 an hour (1 hr. minimum)

WJCC does not provide:

Kitchen/Catering facilities

Linens

Dishes

Coffee service

Video/Tele-conference equipment

Summary of fees and charges:

- Applicable rental rate, including maintenance hours
- \$200 refundable security deposit at time of booking to reserve space
- Possible additional fees as listed below

Additional Charges – To be levied at the discretion of WJCC staff

- Extra security guard- An extra security guard may be required if your event exceeds 100 people or you would like front door entry for your event. The charge for this is \$20 an hour per extra guard (4 hr. min.).
- Cleaning crew or janitorial staff - Hourly fees apply if your event takes place after 5 pm or on a weekend, or if food is served, or if your event requires set up or clean up by our staff. Charge for this is \$30 an hour per staff person, Monday through Saturday. Sunday rates are \$35 an hour per staff person. WJCC staff will provide a quote for the total maintenance charge based on the particulars of your event.

Accessibility

Westside JCC was built in 1954 and is not entirely ADA accessible. There is access to main floor rooms through the front entrance on Olympic Blvd., and access to the lower floor from the parking lot entrance. The third floor classrooms are not ADA accessible and the building has no elevator to go from floor to floor. The parking lot is accessible on the first floor and has designated spaces on the first floor for individuals who have Disabled Person (DP) placards or license plates.

Parking:

Westside JCC has a 98-space parking structure at the rear of our building. This is a free lot. The lot is open to all members and programs and cannot be reserved exclusively for special events.

Street parking is available for nights and weekends, as well as some metered parking during the day. Overflow parking is available at a nearby commercial lot for a small fee. Please inquire at time of rental for information on the overflow lot.

Use of rooms outside of rental time

Westside JCC has many ongoing programs and a limited amount of space. Therefore we can only allow set-up, storage, etc. in a programming room while it is being rented. If you would like to set up for a large event in advance, additional hourly rental fees will be required. For advance drop off of supplies or items that does not require full use of a room an additional charge of \$10 an hour will be applied. Please inquire at time of rental about this possibility.

Necessary Documents for Rental

Signed rental agreement
Hold Harmless waiver
\$200 refundable security deposit check
A Certificate of Insurance will be required for your event

Deposits:

A deposit of \$200 is required at the time of booking. It is required at time of booking in order to ensure reservation of the space. This deposit will be returned after your rental. Some of your deposit may be forfeited if damage occurs or other terms of the rental contract are violated.

Payment:

All rentals must be paid in full no later than 5 business days prior to the event.

Booking Procedure:

Rooms may be booked up to 6 months in advance. A deposit will be required at time of booking. Cancellations made more than two weeks in advance will be returned their full deposit. Cancellations made with less than two weeks notice will forfeit their deposit. In the event that cancellation does not occur and the tenant is a 'no-show' the tenant is responsible for the full charge of the booking.

Gymnasium Use Policy

The gymnasium is available for rental for appropriate activities (indoor sports). It is equipped with a full-sized basketball court. Hoops can be lowered for children's play (please inquire at time of rental). The gymnasium also has regulation volleyball equipment if desired. The gymnasium has a divider curtain for splitting the space and limited seating on folding chairs (no bleachers). The gymnasium is equipped with an electronic scoreboard. This board may be used for league play only and requires that a staff person from the renting organization be trained in its use. No food or drink may be consumed in the gymnasium.

The gymnasium rents for \$85 an hour, and can be rented in hour increments. Rentals can be cancelled with one week's notice without penalty. Renting parties must finish game play and completely vacate the gymnasium by the end of the rental period.

Westside Jewish Community Center rents some of its spaces that are unused by center programming in order to support its ongoing programming and services. All rental inquiries, rental agreements and rental practices are handled with a respect for the concerns and observances of the Jewish community as well as WJCC's mission and goals. WJCC does not rent to groups whose mission and goals conflict with those of WJCC. Programs planned by Westside JCC or our programming partners have booking priority over non-Center programs. Rentals will only be considered when WJCC programs are not adversely affected.

Food Guidelines:

The WJCC does not have a kitchen available for food preparation or cooking. For some we can make available a 'serving kitchen' where previously prepared food may be served. Westside JCC strives to make all members of our community comfortable in our space. With that in mind we also require that all food, served communally, brought in to the facility for events be Kosher and no bread or bread products be brought into the building during the 8 days of Passover. See attached Kashrut policy for details. An additional rental and cleaning fee of \$75 applies to all those using the kitchen.

Minor Rental Policy:

WJCC does not rent independently to individuals under the age of 21. If you are a minor who wishes to rent space at WJCC a parent or guardian will be required to sign all contracts, take on liability for damage, and appropriately chaperone the event to standards set by WJCC.

Alcohol:

WJCC does not hold an alcohol permit. If you are a non-profit renting space you must procure a one-day special use permit from the Alcohol and Beverage Commission. Fees range from \$15-\$30 and require at least 10 working days to obtain. If you are a private event we require that you use a caterer for your event who carries an alcohol permit.

Closures:

Westside JCC is closed and without most staff on the following dates. Rental during these times must be approved by the Executive Director and will incur an additional holiday surcharge.

Legal Holidays

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving

December 25th

Martin Luther King Jr. Birthday

Presidents Day

Jewish Holidays

Rosh Hashanah (2 days)

Yom Kippur

Sukkot (2 days)

Shemini Atzeret

Simchat Torah

Pesach (first 2 and last 2 days)

Shavuot (2 days)

Westside Jewish Community Center Kashrut Policy

Purpose

The Kashrut Policy sets out guidelines for Kashrut for Center programming, meetings, and events, as well as rentals at the Westside Jewish Community Center (WJCC). The policy is intended to be consistent with the overall mission of the Westside Jewish Community Center as well as to distinguish the center from other institutions.

Objective

The objective of this policy is to ensure that it meets the Kashrut needs of the WJCC community and reflects the various levels of observance of the community. The policy should ensure that the users of the facility feel comfortable and welcome as well as provide the opportunity for a range of practices and philosophies to be represented at the Center. The policy is also designed to help educate the community about the diversity of Jewish observance.

General Guidelines

- No mixing of milk and meat is allowed at the same meal.
- No pork, pork products, or shellfish may be part of any meal.
- All meat products provided must be strictly Kosher.

Center Programs, Meetings and Events

- The Center will always serve strictly kosher food.
- Food items prepared at private homes must be designated as homemade and kept separate from strictly kosher food.
- For Early Childhood and Family Education and Childcare programs, all food and snacks provided by the Center must be strictly Kosher. Parents providing food for the classrooms must adhere to the food guidelines of the ECE Parent Handbook.
- For public events with multiple food sites (such as festivals), meat items and dairy items may be offered at the same event provided that they are physically located in separate areas.
- Caterers must adhere to the WJCC Kashrut Policy.