Peninsula Jewish Community Center

RENTAL POLICIES AND PROCEDURES

Mission Statement

To build a caring and connected community, develop leadership and strengthen Jewish identity and values in a center with an environment that is welcoming to all people at every stage of life.

Adopted May 24, 2000 by the Board of Directors of the Peninsula Jewish Community Center.

Facility

- Rental is for time specified in contract. Additional time will result in additional fees.
- Furniture, fixtures, or other PJCC equipment should not be moved from any location without prior approval. The renter will be held responsible for lost or damaged items.
- PJCC reserves the right to cancel any function where it decides that the function does not conform w/the policies and mission of the PJCC.
- Renter agrees to remove all items brought into the PJCC for their event such as leftover food or beverages, all decorations, flowers, props, etc. If it is necessary to leave any items overnight those arrangements must be made ahead of time with the Event Coordinator. The PJCC is not responsible for any items that are left before, during or after the rental.
- Ice and other wet materials must be kept off the floors.
- PJCC personnel reserve the right to visit the function.

Decorations

- No tape of any kind, and no nails, thumb tacks, push pins or staples may be used on any surface; nothing may be attached to lighting fixtures or sprinkler heads.
- No glitter allowed.
- Decorations must comply with fire department regulations. Combustibles, smoke, pyrotechnics or fireworks are not permitted.

Smoking

- PJCC facilities, inside and outside, are designated non-smoking.

Invitations and Printed Materials

- The renter agrees to refer to the PJCC as the Peninsula Jewish Community Center or the Peninsula JCC or the PJCC in any press releases, ads, flyers, posters or invitations.
- PJCC’s name may only be used to announce the location of the event. User may make no claims that the PJCC is in any way sponsoring or hosting the event without consent. Marketing materials must explicitly state, ‘This event/program is not sponsored by the Peninsula Jewish Community Center (PJCC).’
- The PJCC’s logo may not be used on any marketing materials (print or electronic). No PJCC graphics may be copied from the PJCC website or any other PJCC materials without the express consent of either the PJCC Marketing Director or Executive Director
- PJCC’s Marketing Director must review all marketing materials and flyers prior to final printing.
Services, Staff and Equipment

- All arrangements for staff, equipment & services must be made in advance and be part of the written agreement.
- PJCC maintenance staff is authorized to provide only those services agreed to in writing.
- The PJCC is not responsible for accepting deliveries of any goods, services or merchandise. The facilities manager must be notified of all deliveries in advance.
- Any furniture brought into the PJCC (tables, chairs, lecterns, etc.) must have pads on the bottom to protect the floors. All plants must have protective saucers.
- The Welcome Center Desk personnel or any other administrative personnel will not provide any materials (staplers, scissors, pens, etc.), paper goods (cups, plates, napkins, etc.), make photocopies, or take any phone messages (except in an emergency) at any time during the event.
- Only PJCC personnel can operate the PJCC’s sound system, lighting system, and other audio/visual systems provided by the PJCC unless special arrangements are made no less than 4 weeks prior to the event.
- Outside vendors must be approved by the PJCC and must sign a contract with the PJCC.
- Outside vendors must remain on premises at all times, reimburse PJCC for damages or theft, see that the facility is kept in a clean and orderly condition and set up/clean up after each event.

Food

- No pork or shellfish is to be served at the Center.
- Beverages with red or purple color or dyes are not permitted in carpeted rooms.
- No alcohol is allowed on the premises.
- Outside caterers must be approved by the PJCC and must sign a contract with the PJCC.
- Caterers must remain on premises at all times, reimburse PJCC for damages or theft, and set up/clean up after each event.

Rental Rules of Conduct

- In order to maintain goodwill with the neighbors, the PJCC requests your cooperation in maintaining proper decorum when on or adjacent to the PJCC premises.
- Parents are required to provide adequate chaperones and supervision for all parties, special events and rentals. Children are not permitted to wander the facility alone, etc. All children under the age of 13 must be under the constant supervision of a responsible adult.
- Adult supervision must be provided in locker rooms.
- Be considerate of PJCC furniture, fixtures. PJCC materials in classrooms may only be used with express permission of the PJCC Event Coordinator.
- Music must be kept at a level so as not to disturb others at the Center or neighbors living around the campus

Compliance with City, State and Federal Regulations

- Users must comply with city, state and federal regulations.
- All fire and safety codes are strictly enforced.

Holidays

- The PJCC will not be available for events on the following holidays: Yom Kippur, Rosh Hashanah (1st and 2nd days), Passover – 1st night.
- The PJCC will be available for events on the following holidays at an additional fee (an estimate will be provided): Independence Day (July 4th), Labor Day, Thanksgiving, Christmas, New Year’s Eve, New Year’s Day, Memorial Day, Martin Luther King Jr. Day, and President’s Day.