



RENTAL OPPORTUNITIES AT

# *Temple Beth Ami*

14330 Travilah Road  
Rockville, MD 20850

301-340-6818

[www.bethami.org](http://www.bethami.org)

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# Introduction

Temple Beth Ami is thrilled to host your event in our beautiful building. Our two social halls, main lobby, courtyard, and backyard provide endless opportunities for your celebration. With ample free parking and easy access from 270, this is the perfect location for your event.

While we hope that the information in this brochure answers all of your questions, please reach out to Executive Director Debbie Ezrin at [dezrin@bethami.org](mailto:dezrin@bethami.org) or 301-340-6818 for assistance.

We look forward to working with you to plan a perfect event!

# Kinneret - Large Social Hall

Temple Beth Ami's Kinneret (large social hall) is the perfect space for a large event. Measuring 75' x 68' with a built-in 27' x 27' dance floor, we can accommodate up to 400 guests. Our neutral decor enables you to decorate the room in any design scheme, as shown in these photos.



# Yarden - Small Social Hall

Temple Beth Ami's Yarden (small social hall) is the perfect space for a more intimate event. Measuring 57' x 44' with a built-in 15' x 18' dance floor, we can accommodate up to 100 guests. Our neutral decor enables you to decorate the room in any design scheme.





# Additional Spaces

Extend your celebration throughout our building - inside and outside.

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Our main lobby is a perfect space for cocktail hour.



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Our courtyard connects the Kinneret and Yarden (large and small social halls), which can be tented to create another beautiful space for larger events.



# Additional Spaces

Extend your celebration throughout our building - inside and outside.

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Our Rova (backyard) provides a beautiful green space for an outdoor event. It is accessible from the Yarden (small social hall), which can be rented concurrently for a larger event.



# Pricing Schedule

As of January 2021

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## Extended Celebration Rentals

Kinneret (Large Social Hall) with Main Lobby	\$3,750
Yarden (Small Social Hall) with Chapel Lobby	\$3,000

Additional Options - Available With Social Hall Rentals:

Interior Courtyard	
Rova (backyard)	\$750
	\$1,750

See Page 11 for set-up/event/clean up timing details.

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## Other Rentals

Kiddush Luncheon in Kinneret	\$500
Kiddush Luncheon in Yarden	\$300
Shabbat Dinner in Yarden	\$300
Shabbat Dinner in Library or Alef-Bet	\$150

These rentals are for 90 -minute events plus set up/clean up time.

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## Damage Protection Deposit

Refundable Deposit	\$500
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The refund amount is subject to a damage inspection as determined by the Temple.  
Major damage repair of the building or replacement of damaged equipment beyond the damage deposit amount will be the sole responsibility of the member/group renting the space.

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Above prices are for members only.

Guests are welcome to rent our building and will incur a 50% surcharge above the advertised fees.



# Rental Policies

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## Priority of Usage

### Priority One - Bar/Bat Mitzvah Families

- Reservations can be made upon receipt of your Bar/Bat Mitzvah service date.
- For dates on which multiple families will celebrate Bar/Bat Mitzvah, families will be given 30 days to reserve the Social Hall(s) for their events according to the following priority order:
  - Bar/Bat Mitzvah family with afternoon service for an evening celebration
  - Bar/Bat Mitzvah family with a morning Bar/Bat Mitzvah for afternoon or evening use of the Social Hall.
- If applicable, reservations will not be confirmed until after the 30-day timeframe has passed.
- If two families within the same priority group request a reservation for the same space within the 30-day timeframe, TBA will request that families seek a resolution based upon their total number of expected guests.
- In the event that families cannot reach an agreement, the family with the most seniority as a Temple member will have their reservation confirmed.
- If two families want to reserve the Kinneret and Yarden at the same time for two separate events, both must use the same caterer. Families must discuss the catering options and reach a mutually acceptable resolution. In the event that families cannot reach an agreement, the caterer of the family with membership seniority will choose the caterer for both events.
- On dates when a Shabbat afternoon service is scheduled, families having a morning service are only able to reserve space for a Kiddush luncheon following the morning service.

# Rental Policies

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## Priority of Usage

### Priority Two - Events for All Other Members

- Reservations can be made up to 24 months in advance.
- For all other dates, and for days on which B'nai Mitzvah are scheduled but the 30 day option period has expired, reservations from members will be accepted on a first-come/first-served basis.

### Priority Three - Guest Usage

- Reservations from guests can be made up to 12 months in advance of the event date.
- Requests will be accepted on a first-come/first-served basis.

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## Rental Timing

The timing of rentals will depend on other events in the building on the same day. TBA will confirm the timing for each rental during the contract process. Renters can generally plan on the following:

- **Kiddush Luncheon Following a Morning Service** - Set up can begin as early as 8 am, and clean up should be completed by 2:30 pm.
- **Afternoon Celebration in Kinneret or Yarden Social Halls Following Morning Service** - Set up can begin as early as 8 am, and clean up should be completed by 6 pm.
- **Evening Celebration in Kinneret or Yarden Social Halls Following Afternoon Service** - If there is a Kiddush Luncheon, set up can begin at 2:30 pm. If there is no Kiddush Luncheon, set up can begin at 1:30 pm. Clean up should be completed by 1 am.

# Rental Policies

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## Payment and Refund Policies

- At the time of presenting a signed rental agreement from TBA, the renter must provide an advance deposit equal to fifty percent (50%) of the room rental fee and one hundred percent (100%) of the Damage Protection Deposit.
- The remaining balance due to the Temple must be paid no later than sixty (60) days prior to the event date.
- Members must remain in good financial standing throughout the time of the contract, or the contract is subject to cancellation.
- Cancellations must be made in writing (email is acceptable) to TBA. Refunds may be provided as follows:
  - More than 12 months in advance - TBA will refund all deposits and fees less a \$200 processing fee.
  - Between 9 and 12 months in advance - TBA will retain 25% of the rental fee and refund the balance, as well as the Damage Protection Deposit.
  - Between 3 and 9 months in advance - TBA will retain 50% of the rental fee and refund the balance, as well as the Damage Protection Deposit.
  - Less than 3 months in advance - TBA will retain 100% of the rental fee and the Damage Protection Deposit.

# Rental Policies

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## Building Security

- Renters must hire two security guards (three if renting multiple spaces) from a list of pre-approved personnel.
  - Renters must pay security personnel directly based on current market rates provided by security personnel.
  - Renters and security personnel must confirm their arrangement with TBA no later than 30 days prior to the event.
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## Catering Policies

- All caterers MUST provide TBA with a Proof of Liability Insurance with the Temple named as an additional insured no later than 60 days prior to the event.
- Only one caterer is allowed in the kitchen at a time.
- No shellfish, pork products, or nuts of any type may be prepared or served on the premises of Temple Beth Ami.
- During Passover, no leavened or other prohibited foods may be served.
- The signatory (or contracted caterer) must provide all labor associated with setup, serving, clearing, cleanup, and dishwashing.
- The kitchen must be left broom clean and in an orderly condition.
- The Temple's custodian is responsible for completing a facility use checkout form with the caterer prior to the caterer's leaving the premises. The signatory will be responsible for any missing or damaged equipment or structural damage.
- TBA will provide 6' round and rectangular tables and chairs. Caterers must supply all linens, dishes, glassware, flatware, and coffee service items.

# Rental Policies

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## Usage Restrictions

### Alcoholic Beverages

- Any and all governmental permits, rules, regulations, and laws that pertain to the use of alcoholic beverages within Temple Beth Ami are the sole responsibility of the rental signatory.
- Under no circumstances can alcohol be served to minors; this includes the ceremonial use of wine.
- The rental signatory must ensure that efforts are made to encourage individuals who have consumed alcohol to participate in a safe transportation program including, but not limited to, designated drivers, serving of non-alcoholic drinks to designated drivers, taxi services, or calls to police if intoxicated participant insists on driving home.

### Facility Restrictions

- All exterior doors MUST be locked at all times for security.
- Decorations may be affixed with masking tape, command strips, and lightweight magnets.
- Nothing heavier than 2 ounces may be hung from the ceiling.
- Only votives or candles with enclosed flames may be used.
- Rice, confetti, candy, powder, smoke, bubbles, sand, birdseed are not permitted anywhere on the premises. Rose petals may be thrown outside when a wedding couple exits the building.
- No animals, other than service animals, are allowed in the building.