

Rental Guidelines for Levin Jewish Community Center

Levin Jewish Community Center, a part of the Durham-Chapel Hill Jewish Federation (the “Federation”), rents spaces unused by JCC, Federation, and affiliated partners’ programming in order to support its ongoing programming and services. All rental inquiries, agreements, and practices are handled with a respect for the concerns and observances of the Jewish community, as well as Levin JCC’s and Federation’s mission and goals. Levin JCC does not rent to groups whose mission and goals conflict with those of Levin JCC or Federation. Programs planned by Levin JCC, Federation, or our programming partners have booking priority over non-center programs. Rentals will only be considered when Levin JCC, Federation, and our affiliated partners’ programs are not adversely affected. Member discounts are valid for All-Inclusive Memberships only.

First Floor	Round Tables	Auditorium Style	Non-Members	Members / Non-Profit Organizations
Schechter Hall (2,500 sq. ft.)	120	175	\$225/hr	\$175/hr
½ Gymnasium			\$100/hr	\$50/hr
The Atrium	80		\$225/hr	\$175/hr
Schechter Hall / Atrium combined			\$350/hr	\$300/hr
First Floor Meeting Rooms	Conference	Auditorium Style	Non-Members	Members / Non-Profit Organizations
Israel Center (700 sq. ft.)	20	30	\$50/hr	\$40/hr
Shimm Senior Lounge (765 sq. ft.)	15	20	\$50/hr	\$40/hr

Rates updated July 2019. All pricing subject to change.

Additional charges:

Indoor stage: \$200 flat daily fee (8’x16’) includes set up

Use of kitchen: \$30 per hour with JCC discussion and approval and \$300 refundable security deposit

After hours staffing: \$25 per hour per staff person

Janitorial services: to be discussed as needed

Linens: \$7 per linen

Hourly Minimums:

Schechter Community Hall and Atrium rentals are subject to a **5-hour minimum** per day on Saturdays and Sundays and a **3-hour minimum** per day Monday-Friday. Please allow one hour minimum for set-up (30 minutes) and clean-up (30 minutes). If additional time is needed for set-up/clean-up, the rental length will need to be increased.

Rental Includes:

- The use of the specified room/s during the hours necessary for the event.
- Use of JCC tables and chairs as available and basic set-up by JCC staff prior to your event.
- Set-up and clean-up times must be included as part of the rental start and finish time.

Available Equipment:

- Eight 72" Round Tables and five 60" Round Tables
- Nine 8' Rectangular Tables
- Wood Back (100) and Stackable Chairs (50)

Security: Levin JCC reserves the right to require hired security for your event if it is deemed necessary. A \$100 hourly fee will be applied for each security person hired.

Rental Time: Rental fees are applicable for **the time the renter is in the space, including set-up, event run time, and clean-up.** Renters should plan for their last hour of rental time to be used for clean-up.

Additional Staffing: If your event takes place outside of normal JCC business hours, a \$25 hourly fee per staff person will be applied. If your event requires additional set-up outside of the inclusive basic set-up or if your event requires additional janitorial staff for clean-up, additional fees will be applied.

Building Policies: All items brought into the space must be removed by the end of the rental period. Decorations must not damage the facilities or furniture in any way. Candles, confetti, smoke machines, jelly beads, and glitter are not allowed. If damage occurs to the space, additional fees may be incurred by the renter. **Please be aware that smoking is not allowed anywhere on the Levin JCC grounds.**

Use of rooms outside of rental time: Levin JCC, Federation, and affiliated partners have many ongoing programs and a limited amount of space during those times. 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 do not require full use of a room, an additional charge may be applied. Please inquire at time of rental about this possibility.

Food: Outside food and catering is allowed in the building given it complies with the Levin JCC Building Kashrut Policy. Our kitchen is a kosher dairy kitchen and no meat is allowed inside of the kitchen. See our Kashrut Policy for more details.

Payment: 50% of the cost of your event is due at the time of contract signing to reserve the space. The remaining balance is due at the time of the event. We accept payment via check, credit card, and cash. Payments may be made at the JCC Welcome Center or with the JCC Rentals Manager.

Insurance: Renter, upon request, shall provide general liability insurance, satisfactory to the Levin JCC, to cover the facilities for property and personal damage during the event. Furthermore, all such insurance policies will name the Levin JCC as an additional insured. In no circumstance shall the personal and bodily injury liability be less than \$250,000 for one person or \$1,000,000 for persons affected by a single occurrence, or shall property damage liability be less than \$250,000.

Booking: Cancellations made with less than six months' notice will forfeit their deposit. In the event that a cancellation does not occur and the tenant is a "no-show" the tenant is responsible for the full charge of the booking. All party details must be confirmed one week prior to the event date to guarantee requested set-up.

Gymnasium Rental and Use Policy: Gym rental is designated for sporting events only. No tables or chairs are allowed in the gym.

The gymnasium is equipped with a full-sized basketball court. Hoops can be lowered, if necessary. The gymnasium also has regulation volleyball equipment that can be used at an additional expense. There are divider curtains for splitting the space and limited seating on folding chairs as bleachers are not provided. **Food and drink are not permitted in the gym.**

The gymnasium floor must be protected from punctures. Sport shoes with spikes are never allowed on the gym floor. Shoes with heels are never allowed on the gym floor.

Gym rentals can be cancelled within one month's notice without penalty. Renting parties must finish game play and completely vacate the gymnasium by the end of the rental period.