

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 partner’s 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 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 the 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 partner’s programs are not adversely affected. Member discounts are valid for All-Inclusive Memberships only. Prices listed here are valid through March 31, 2017.

| First Floor | Round Tables | Auditorium Style | Non-Members | Members / Non-Profit Organizations |
|-----------------------------------|--------------|------------------|-------------|------------------------------------|
| Schechter Hall (2,500 sq. ft.) | 150 | 200 | \$200 / hr | \$150 / hr |
| Gymnasium (7,000 sq. ft.) | | | \$100 / hr | \$100 / hr |
| ½ Gymnasium | | | \$50 / hr | \$50 / hr |
| The Atrium | 120 | | \$200 / hr | \$150 / hr |
| Schechter Hall / Atrium combined | | | \$300 / hr | \$250 / 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.) | | | \$50 / hr | \$40 / hr |
| JFS Meeting Room | 12 | | \$30 / hr | \$25 / hr |
| Second Floor Classrooms | Conference | Classroom | Non-Members | Members / Non-Profit Organizations |
| Youth Lounge | | 18 | \$50 / hr | \$40 / hr |
| Art Room | | 20 | \$50 / hr | \$40 / hr |

Additional charges:

Use of projector or A/V assistance: \$25 flat daily fee

Volleyball set-up in gym: \$25 flat daily fee

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

Use of kitchen: \$25 per hour with JCC discussion and approval and \$300 refundable security deposit

After hours staffing: \$25 per hour

Janitorial services: to be discussed as needed

Hourly Minimums:

Schechter Community Hall and Atrium rentals are subject to a **5 hour minimum** per day on Saturdays and Sundays and a **2 hour minimum** per day Monday-Friday.

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.

Available Equipment:

- 72" Round Tables and 60" Round Tables
- 8' Rectangular Tables
- Wood Back (120) and Stackable Chairs (90)

Levin JCC does not provide:

- Kitchen/Catering facilities (without approval and fee)
- Linens
- Dishes

Security: Levin JCC reserves the right to require hired Security for your event if it deemed necessary.

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 cleanup.

Additional Staffing: If your event takes place outside of normal JCC business hours, a \$25 hourly fee will be applied. If your event requires additional set-up outside of the inclusive basic setup or if you event requires additional janitorial staff for clean-up, additional fees may 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 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 setup 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 uses of a room an additional charge may be applied. Please inquire at time of rental about this possibility.

Food: The JCC offers a limited catering menu, subject to staff and kitchen availability. Outside food and catering is also 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 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 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, for shall property damage liability be less than \$250,000.

Booking: Rooms may be booked up to 18 months in advance. Cancellations made more than six months in advance will be returned their full deposit (one month for the gym or pool). Cancellations made with less than **six-months 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 Rental and Use Policy: Gym rental is designated for sporting events only and does not include tables or chairs. To protect the gymnasium floor and avoid the cost of protective floor covering, the Levin JCC reserves the right to approve all tables, chairs, carts or other furniture used in this room.

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 is not permitted within the gym.

The gymnasium floor must be protected from punctures. Sport shoes with spikes are never allowed on the gym floor. Shoes with heels smaller than $\frac{3}{4}$ " x $\frac{3}{4}$ " 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.