

## SCHEDULING EVENTS AT CBH

The following are the steps required for ANY and ALL events scheduled at Congregation Beth Hatikvah.

1. Requestor fills out, signs, and gives to the office at least 21 days before any non-emergency event, the Event Request/Reservation Form.

All requests must conform to the Building Use Policy of CBH. Room dimensions and some basic set-up plans are available as pictures here.

See building use pricing for an explanation of charges.

2. The Office Administrator checks the calendar and pencils in date if there are no conflicts.
3. The Scheduling Coordinator obtains authorization for event, taking into account:
  - a) checking with Religious School Director;
  - b) checking with an authorized agent of CBH such as the President or Facilities Chair for non-fee events;
  - c) checking with Treasurer that requirements for good standing (for CBH members) are met before approving the request;
  - d) checking with the Facilities Chair to ensure that the process is being followed correctly and that the proper fee is being applied.

4. The Requestor receives two copies of the Acknowledgement of Request Form from the Facilities Chair. This acknowledgement will be verification that the event is approved, subject to Requestor's agreement to follow the Building Use Policy, and receipt of required signatures.

5. The Requestor must sign and return the two copies of the Acknowledgement of Request Form to the office.

Deposit of 50% plus a separate check for \$500 security deposit (see Building Use Policy III, E and pricing schedule) is submitted to CBH office at this time.

6. CBH commits to the event, and Office Administrator places it on the calendar in ink. One fully-executed copy of the Acknowledgement of Request Form is retained by Scheduling Coordinator, and one copy is returned to Requestor.

7. Changing specifics such as location within the building, or the date or time of the event, requires that the process begin again with Step 1.

Set-up requirements must be given to the Facilities Chair in writing. Details must be finalized at least one week prior to the event.

8. Final payment is submitted to CBH office on day of event.

9. Refund of facility damage/cleaning/unforeseen expense deposit is made, if appropriate.