



**THE TOPFER CENTER FOR JEWISH LIFE
THE ABE AND ANNIE SEIBEL BUILDING**

2105 San Antonio Street
Austin, Texas 78705-5521
Phone 512.476.0125 • FAX 512.476.0128
www.texashillel.org

Agreement for Use of Facilities

Event _____ Sponsor _____
Date _____ Start Time _____ End Time _____
Contact _____ Email/Phone _____
Reserved Space(s) _____

This agreement confirms an arrangement between the above-named sponsoring individual or organization (sponsor) and the Texas Hillel Foundation (Texas Hillel) for the use of the designated spaces for the date and times listed above. No other uses are authorized by this agreement.

Staff: The regular Hillel closing time is 9:00PM. The building is closed all day Saturday and is open Sunday from 12:00 PM to 9:00 PM. A fee of \$30 per hour will be charged for each staff member required to be on premises during the event. Texas Hillel requires at least one paid staff member to be present and on duty in the building any time non-employees are in the building for a non-Texas Hillel sponsored event. By prior arrangement, this requirement can be waived if the approved caterer assumes responsibility for the facility during the rental.

Building Access: The sponsor and all of its guests understand that Texas Hillel will remain open during its regular hours to provide its regular program services during the above-named event. Your event shall not at anytime inhibit students from using the Texas Hillel facility during its regular operating hours. Precautions shall be taken to ensure that the sponsor's guests abide by this agreement. All minors must be supervised at all times in all areas of the building and immediately outside of the building. No minor shall be allowed to wait outside of the building without adult supervision.

Food Service: No outside food is allowed in the dining hall, multi-purpose room or kitchens without prior approval. A separate contract with Simcha Kosher Catering is required for food service in these areas. Simcha Kosher Catering is the exclusive caterer approved for on-site catering.

Custodial Service: The sponsor is responsible for all set-up, breakdown, and clean up of the event, including outside areas, used by the sponsor's guests. Texas Hillel charges a fee of \$30 per hour for our custodial staff to set up and/or clean up the event. Tables and chairs are available without additional charge, though set-up must be arranged in advance.

___ Texas Hillel **is** providing custodial service for this event.

___ Texas Hillel **is not** providing custodial service for this event.

Damage: The sponsor, any staff employed by the sponsor, and all guests or attendees will be responsible for any expenses incurred for damage to Texas Hillel, its facilities, equipment or furniture, caused by those attending this event. This charge shall be levied against the security deposit. Expenses exceeding the deposit must be paid within seven days of notification.

Clean Up: An additional charge of \$30 per hour will be incurred for clean up if the sponsor does not return the facility to its condition before the event. Determination of acceptable cleaning is solely the decision of Texas Hillel staff. Texas Hillel will provide trash bags and trash cans for the event. *If trash is placed in the Hillel dumpster and an extra pick up is required, the sponsor will be charged \$50 for the cost of that pick up.*

Decorating: Decorating must be approved by Texas Hillel staff prior to your event. Decorations are to remain in the area included in this agreement. No confetti, glitter, or sequins are allowed anywhere on Texas Hillel property, including the parking lot, decks, and the courtyard at any time. No signage or decorations are to be affixed to walls, windows, floors, or ceilings except as permitted with blue “painter’s” tape. Tape will damage the floors and the sponsor will incur a damage fee if any tape is used on any of the floors.

Smoking: Smoking is not permitted anywhere inside the facility, including restrooms, lobbies, and stairwells. There is a designated smoking area on the courtyard and at the 21st street entrance.

Alcohol: If any alcoholic beverage is served the sponsor will abide by the Texas Hillel Alcohol Policy and all laws of the State of Texas pertaining to the possession, distribution, and consumption of alcohol. The sponsor assumes full liability resulting from the consumption, distribution, or possession of alcohol by any of the sponsor’s staff or guests during the event, including set up and clean up periods. Texas Hillel does not sell alcoholic beverages as part of its catering services. A licensed, uniformed security officer must be present during all times alcoholic beverages are available at your event.

Sabbath Use: The sponsor agrees to follow all of Texas Hillel’s policies on building use during Shabbat. The sponsor, sponsor’s staff, and guests shall not disturb any student using the facility for Shabbat observance.

Parking: There is very limited parking available at the Texas Hillel facility and in the area surrounding our building. You shall make appropriate arrangements for parking for your guests. Handicapped parking signs may not be violated. Double parking, parking in fire lanes, parking in areas not designated for parking, or blocking the Texas Hillel parking lot will result in vehicles being towed without notice. Texas Hillel staff is available to help you find appropriate parking alternatives.

Restricted Areas: The administrative area and the café are not available for rental. The copier, all computers, and the telephone are not to be used without prior arrangement with Texas Hillel. Minors may not be in the game room without proper adult supervision.

Illegal activities, supervision of guests, and other provisions: No illegal activities are allowed on the premises at any time. The sponsor agrees to supervise guests and staff at all times. Texas Hillel management reserves the right to remove any person from the building for any reason without prior

discussion with the sponsor. All minors attending the event shall be supervised at all times. Texas Hillel reserves the right to cancel this agreement based on what it deems its absolute discretion to be improper use of its facilities for any or no reason.

Waiver of liability: The sponsor, sponsoring group, sponsor’s staff, and attendees agree to waive and release all claims and causes of action of any kind which may now exist or at anytime hereafter arise against the Texas Hillel Foundation, and its officers, employees, and agents, relating directly or indirectly to the use, condition or operation of the premises and facilities of the building including, without restricting the generality of the foregoing, all claims based on acts or omissions which are or shall be alleged to be negligent. Further, the sponsor, sponsoring group, sponsor’s staff and guests agree to indemnify and save harmless Texas Hillel and its officers, employees and agents from and against claims made against it or them, whether or not valid, by the sponsor, sponsoring group, sponsor’s staff and guests or by any person, and any and all damages, losses, liabilities, costs and expenses, including without limitation attorneys fees reasonably incurred arising in connection with or relating, directly or indirectly, to use of Texas Hillel’s facilities or parts thereof, including without limitation those arising out of the serving of alcoholic beverages and food; any illegal activity; damage to the real and personal property of Hillel or any person; and any injury to any person.

Security: Uniformed security must be present at any event at which alcohol (excluding ceremonial wine for Kiddush) is served. One uniformed security guard is required for each 250 people (i.e. 1 security guard for 1-249 attendees, 2 security guards for 250-499 attendees, etc). Security must be present at any event sponsored by any group other than Hillel. One uniformed security guard is required for each 250 people. Small gatherings in the 2nd floor meeting rooms shall not require a security guard unless otherwise noted. A guard may be required for any event or group of any size by the Executive Director or the Operations Manager should they deem it appropriate. Each security guard is \$25 per hour.

This instrument constitutes the joint and several agreement, undertaking an obligation of the undersigned representative for the above-named event.

Charges in advance of the event:

Rental fee for space	\$ _____
Audio-Visual rental	\$ _____
Staff hours @ \$30/hour/person for after-hours use of facility	\$ _____
Custodial staff hours @ \$30/hour/person for set-up/clean-up	\$ _____
Security staff hours @ \$25/hour/person	\$ _____
Total (exclusive of any food service)	\$ _____
Security deposit (one-half of above total), due at signing	\$ _____

Charges after the event, if necessary:

Kashruth restoration	\$ _____
Custodial staff hours @ \$30/hour/person for set-up/clean-up	\$ _____
Dumpster fee (\$50 if additional pick-up required)	\$ _____
Damage fee	\$ _____
Total	\$ _____

I accept and agree to the above conditions, and am authorized to do so as the official representative of the group, organization, or party noted below.

Accepted by:

Name _____ Date _____

Signature _____

Approved for Texas Hillel by:

Name _____ Date _____

Signature _____

A separate agreement is required for food service.

Texas Hillel Building Rental Fees

Rooms are rented for a minimum of two-hours.

Space	Public	Non-profit	UT-affiliate	Notes
Library North	75.00	50.00	N/C	Conference room set up. Not available Fridays.
Library South	50.00	35.00	N/C	Conference room set up. Not available Fridays.
Library Total	100.00	75.00	50.00	Double Conference room set up. Not available Fridays.
Meeting Room East	50.00	35.00	N/C	Class room set up. Not available Fridays.
Meeting Room West	50.00	35.00	N/C	Class Room set up. Not available Fridays.
Double Meeting Room	100.00	75.00	50.00	Class room set up. Not available on Fridays.
The Loft	75.00	50.00	35.00	No A/V included
Multi-Purpose Room	150.00	125.00	75.00	Includes Tables and chairs only. Not available Fridays.
Dining Hall	400.00	275.00	150.00	Includes Tables and chairs only. Not available Fridays.
Great Hall	500.00	350.00	200.00	Includes Tables and chairs only. Not available Fridays.
Small Courtyard	50.00	35.00	N/C	Access through building only
Large Courtyard	250.00	200.00	150.00	No additional tables included

In general we will not charge other organizations to reserve space and use meeting rooms if there is no charge for Texas Hillel to use their facilities.

Hallways, the kitchen, reception areas, and the game room are not rentable except in conjunction with other room rentals.

Parking beyond our limited adjacent spots is not included in rentals and must be arranged separately.

Audio-visual Rentals:

- Microphone with stand: \$20
- Wireless microphone: \$25
- Podium with microphone: \$25
- Digital projector: \$25
- Large screen: \$15
- Use of internal drop down screen, projector, and sound reinforcement in the loft: \$25 per hour

Texas Hillel Foundation Alcohol and Controlled Substances Policy

In accordance with its mission statement, Texas Hillel (Hillel) seeks to offer an array of social activities for Jewish students at The University of Texas at Austin. Given that the consumption of alcohol in moderation is legal and customary at social and religious occasions, it is Hillel's intent to provide alcoholic beverages at a limited number of events in strict accordance with the guidelines and procedures defined and set forth herein.

- (1) The possession, use or consumption of alcoholic beverages while on Hillel property during an official event or in any situation sponsored or endorsed by Hillel must be in compliance with any and all applicable laws of the State of Texas, Travis County and the City of Austin.
- (2) It is against the law of the State of Texas for any person under the age of twenty-one years to purchase, consume, possess or transfer alcoholic beverages.
- (3) Hillel is prohibited from selling alcoholic beverages on its property or premises.
- (4) Hillel prohibits the possession, sale and/or use of illegal drugs or controlled substances while on Hillel property or at any event that an observer would associate with Hillel.
- (5) Hillel will not permit, tolerate or encourage drinking games under any circumstances while on Hillel property or at any event sponsored or endorsed by Hillel or at any event that an observer would associate with Hillel.
- (6) On specific religious occasions for purposes of *kiddush*, Hillel will provide ceremonial wine in moderation.
- (7) Non-alcoholic alternative beverages will be available at all religious occasions or events sponsored or endorsed by Hillel where alcohol is served.
- (8) Hillel will make alcoholic beverages available on Hillel property at a limited number of significant social and religious occasions each year, such as the Fall Open House, Simchat Torah, Hanukkah and Purim, and excluding ceremonial wine for *kiddush*, in accordance with the following procedures.
 - (a) Hillel will hire a professional law enforcement officer to staff each event where Hillel serves alcoholic beverages for the purpose of preventing underage drinking and to ensure that participants provide proof of age and proper identification.
 - (b) Hillel will identify and mark with a visible symbol all participants who are legally eligible to consume alcoholic beverages.
 - (c) Hillel will hire at least one professional server who will identify and provide alcoholic beverages to participants who are legally eligible to consume alcoholic beverages.

(d) It will be the responsibility of the professionals hired to monitor the alcohol consumption of the participants in attendance and to prevent excessive drinking and/or drunkenness.

(e) Hillel will provide for and arrange a system of designated drivers, carpools and/or safe transportation by taxicab at every event where alcoholic beverages are served.

(9) When appropriate, Hillel will plan events to take place in restaurants, bars and other venues where alcoholic beverages are served. On such occasions, Hillel and its constituent groups will not purchase alcohol for those attending the event and will not secure an admission fee for such an event.

(10) Private parties or organizations that rent or lease space on Hillel property may serve alcoholic beverages provided that they follow all applicable state, county and city laws and that they indemnify and hold Hillel harmless from any and all responsibility or liability for injury or damages or any illegal activity.

Reviewed and Approved by Texas Hillel Foundation Executive Committee on August 3, 1999.

Reviewed and Approved by Texas Hillel Foundation Board of Directors on October 24, 1999.

Revised and Approved by Texas Hillel Foundation Board of Directors on November 19, 2006.

Texas Hillel Foundation Building Policies

General Building Policies:

- Only staff and Student Executive Cabinet Members may be in the building during closed hours. Only staff is authorized to allow entry into the building during closed hours.
- Building Hours shall be 9 am until 10 pm for the general public during the regular semester. In order to maintain building security a paid Hillel employee shall be on duty during all public hours. Properly trained work study students qualify as a Hillel employee for this purpose.
- The ability to disarm the alarm system shall be restricted to staff. Student Exec Cabinet members will be trained to arm the alarm system if they are the last to leave the building.
- Smoking is not permitted anywhere in the building. Smoking is limited to the designated smoking area in the courtyard and in the parking lot.
- No alcohol is permitted in the Texas Hillel building except for sponsored events which follow the Texas Hillel Alcohol policy and contracted events with approval to serve alcohol.
- No outside food or beverages are permitted in the dining hall, the multi-purpose room, or in the food service area of the café.
- Flyers may be posted in designated areas only. Only tape designed not to leave marks may be used to affix flyers to walls. Corkboards have been designated for Hillel group and public postings.
- Groups using the building are expected to leave everything the way they found it. Please pick up trash, wipe off tables, and put chairs back before leaving.
- Students are not permitted in the Hillel kitchens unless they are working directly with a Hillel Staff member.

Copy Machines:

- The copy machine in the Student Resource Room is primarily for the use of Jewish student groups. Each group will be given its own copy code to track use.
- Students wishing to make personal copies may do so at the cost of 5 cents per page for black/white.

Student Resource Center:

- Food is allowed in the SRC but beverages are prohibited by the computers.
- SRC users are expected to clean up after themselves
- The computers will print to the copier but charges may apply (see above)
- Blank CDs to save your work are available at the front desk for \$1.00. All files left on the SRC computers may be erased or discarded without prior notice.

Game Room:

- Game Room equipment must be checked out from the front desk.
- Game room use is restricted to café patrons and students with a valid ID.
- A valid student ID or Driver's License must be left to check out any game material.
- All games must be returned to the front desk 15 minutes before building closing.
- Outside food and drink is allowed in the game room but may not be brought into the dining areas.
- Users are responsible for cleaning up after themselves.
- A recycling bin is provided for newsprint and paper.

Dining Hall and Café:

- Discounted food is available for staff members while on duty.
- Beverages should not be emptied into the ceremonial hand sink near the dining hall.
- No outside dishes or cups are allowed in the dining hall or the café. Dining hall dishes must remain in the dining hall.
- Customers and guests are expected to clear their own tables. Dishes, glasses, and trays should be left on the dish cart.

Parking lot:

- Staff shall park in the UBC lot away from the Hillel building except for drop off, pickup, and deliveries.
- Parking spots at the building are only for time when visiting Hillel. Students may not park at Hillel and go to class or other destinations unless on official Hillel business. All visitors must register their vehicle at the front desk upon entering the building.
- The handicapped space is only for handicapped use at all times. Violators will be towed.
- Illegally parked cars may be towed without notice or warning.
- Double parking is not permitted.
- Vehicles may not be left in the parking lot overnight except with prior permission.

Security:

- Uniformed security must be present at any event at which alcohol (excluding ceremonial wine for Kiddush) is served. One uniformed security guard is required for each 250 people (i.e. 1 security guard for 1-249 attendees, 2 security guards for 250-499 attendees, etc).
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- A guard may be required for any event or group of any size by the Executive Director or the Director of Operations should they deem it appropriate.

Reviewed and approved by Texas Hillel Foundation Board of Directors on November 19, 2006