

FREYHAN FOUNDATION

TEMPLE SINAI USE POLICY

The Freyhan Foundation, a Louisiana not-for-profit organization makes Temple Sinai available to groups or organizations for approved events, whenever possible. For those meetings or events certain fees have been established. (See attached Fee Schedule)

General Guidelines and Requirements:

1. These policies refer to Temple Sinai and its furnishings.
2. Every group or organization is required to abide by all Freyhan Foundation guidelines, requirements and other restrictions regarding usage of Temple Sinai, which are outlined in this policy.
3. Users of Temple Sinai agree to use utmost care in the use of the facility and agree to leave Temple Sinai in good, clean floor swept condition including restrooms. Lights should be turned off and doors locked. The thermostat should be turned off.
4. Setting is without tables and **PEWS ARE NEVER TO BE MOVED FOR ANY EVENT**. No additional setting is allowed but a limited number of display tables are allowed.
5. All requests for usage of Temple Sinai are subject to approval by the Freyhan Foundation's Board of Directors and/or Use Policy Committee.
6. Each outside group or organization is required to complete and deliver to the Freyhan Foundation Office a signed Request for Use Agreement form and pay all fees in advance of the event.

General User Responsibility

1. Those using Temple Sinai agree to release, protect, defend, indemnify and hold harmless the Freyhan Foundation, its officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expense (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of Temple Sinai.
2. In the event of damage to Temple Sinai, those using the facility accept the amount of repair and replacement costs as estimated, or otherwise determined, by the Freyhan Foundation or its representatives and shall pay the Freyhan Foundation for such repair and replacement costs upon demand.

3. The transfer or passing on by any group or organization of permission to use Temple Sinai to any other persons or organizations is strictly prohibited.
4. Those using Temple Sinai shall not exceed the capacity limits of the facility as set by the Louisiana State Fire Marshall. (Number needed?)
5. Rehearsal dates and times or move-in and move-out dates and times must be arranged by the secretary of the Freyhan Foundation and will be subject to availability of the premises.
6. Any articles of property left at Temple Sinai by those using the facility shall, after a period of seven (7) days, be deemed abandoned and shall become the property of the Freyhan Foundation. In no event shall the Freyhan Foundation be responsible or liable for any loss or theft of, or any damage to, any articles of the Freyhan Foundation or property of any group or organization of any member thereof.
7. Only Service Animals allowed.
8. List of any equipment not owned by Temple Sinai that will be brought in for the event:

9. All trash/garbage must be removed from Temple Sinai property. No trash/garbage bags can be left on the back stoop, inside or outside garbage cans, or anywhere on the premises.
10. No decorations will be allowed unless previously approved. If approval is granted, no tape, tacks, or nails of any kind shall be affixed to the walls, ceiling or floors.

Questions may be directed to:

Freyhan Foundation Secretary

11757 Ferdinand Street

St. Francisville, LA 70775

(225) 635-6330

TEMPLE SINAI USAGE FEE SCHEDULE

\$100 damage deposit shall be paid by all users. The refund of the deposit will be made after inspection of the facility by a member of the Freyhan Foundation Board of Directors or the secretary.

- 1. WEDDINGS \$200/day**
- 2. MEETINGS \$200/day**
- 3. EDUCATIONAL EVENTS \$200/day**
- 4. CULTURAL EVENTS \$200/day**
- 5. WORKSHOPS \$200/day**

TEMPLE SINAI REQUEST FOR USE AGREEMENT

Name of Group/Organization _____

Address _____

Phone Number(s) _____

Contact Person _____

Email Address _____

Date(s) and time(s) of meeting or other event _____

Nature/description of meeting or other event _____

Estimated Number of Attendees _____

Usage Fee _____

The above-named group or organization (1) acknowledges receipt, from Freyhan Foundation, a Louisiana not-for-profit corporation, of requirements, restrictions and other provisions set forth in the Temple Sinai Usage Policy, which are incorporated herein by reference, (2) requests usage of Freyhan Foundation facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with the Freyhan Foundation's Temple Sinai Usage Policy in connection with such usage, including all guideline, requirements, restrictions and other provisions set forth in such policy, and such additional requirements and restrictions as may be communicated on behalf of the Freyhan Foundation to the above-named group or organization prior to or in the course of such usage.

Date _____ Signature _____

Print Name _____

Phone Numbers:

Office or Home _____ Cell _____

Accepted by Freyhan Foundation:

Date _____ Signature _____

Print Name _____