



EVENT PLANNING GUIDE

4905 Fifth Avenue • Pittsburgh, Pennsylvania 15213 • 412-621-6566
www.rodefshalom.org

Thank you for choosing Rodef Shalom Congregation for your event. We will do everything we can to ensure your special event will be a meaningful and memorable experience for you and your guests. This document will guide you in planning. The following policies have been developed to ensure that your event goes smoothly.

The following principles have guided these policies:

- The Temple is first and foremost a place of worship, study and fellowship; all uses of the building and grounds must be appropriate to the character and purposes of the Temple.
- Priority must be accorded to scheduled religious services, Religious and Preschool classes, life-cycle events of our members, funerals and scheduled activities of Rodef Shalom Congregation's constituent organizations.
- Opinions may vary as to matters of decorum, taste and personal preference, but the policies described in this guide reflect the long-standing views of the Temple's clergy, administration and elected leadership.

MEMBERS OF RODEF SHALOM CONGREGATION

Members can sponsor an Oneg following an Erev Shabbat or a Kiddush following the Shabbat Service in honor of a special occasion. Sponsorship of the Kiddush is announced from the pulpit and in the corresponding service pamphlet.

- Please discuss these options with the Events Director

AVAILABLE RENTAL SPACES:

- **Aaron Court:** perfect for small ceremonies, meetings, breakfasts, brunches, luncheons, cocktails and dinners. Two sets of French doors open to the Small Dining Room, which is included in the rental fee. Please consult the Events Director about the room capacity for specific usage.
- **Adult Learning Center Rooms:** can accommodate approximately 25 -35 people for seated lectures or classes. Light refreshments may be served in these areas.
- **Classrooms:** a variety of options with varying sizes that can accommodate 20 - 40 people for a seated lecture or class. Beverages are permitted.
- **Deaktor Terrace:** 81'x 23' of outdoor space adjacent to Freehof Hall that is perfect for wedding ceremonies, small receptions or cocktail parties. Please note: the terrace is not covered – tenting from an outside company can be retained at renter's expense.
- **Falk Library:** a stately room well suited for meetings, presentations, and workshops with accommodations for 35 people.
- **Freehof Hall:** the main banquet and reception space at Rodef Shalom. The room can accommodate an estimated 400 guests for a seated reception or 300 guests with a reception and dance floor. To further enhance your enjoyment of Freehof Hall, you may utilize Wechsler Gallery which is included in the rental fee.
- **Levy Hall:** used for events that requires the use of a Blu-ray, DVD, CD, or VHS player and screen for audio visual presentations and lectures. The room has two small balconies and can accommodate up to 280 people. Food and drink are not permitted inside Levy Hall.

- **Lippman Library:** used for round table discussions, lectures or meetings for groups up to 40 people. Beverages are permitted.
- **Multipurpose Room:** can accommodate approximately 40 people for a seated meal and often used for a variety of activities such as children's parties, meetings, or workshops.
- **Small Dining Room:** a cozy and intimate space for sit down breakfasts, brunches, luncheons, dinners or meetings. The room can accommodate 15 – 25 guests.

RENTAL TIMES:

- All room rental fees are for four hours.
- If the facility schedule permits, you may choose to extend your event beyond four hours. You will be billed 25% of the room rental for each additional hour. Please remember that additional fees will also be required for the kitchen supervisor, front desk security, police, etc. Please discuss this option with the Events Director.
- In deference to our neighbors, all events must conclude by 11 p.m.

CATERING ARRANGEMENTS AND KITCHEN GUIDELINES:

Any caterer may be retained to use the Temple's facilities provided the caterer provide a current Certificate of Liability Insurance in the amount of \$1 million or more and a copy of their current Allegheny County Health Permit. The caterer's name must be given to the Events Director at least three weeks in advance of the event in order to secure the necessary paperwork. The caterer is responsible for washing all dishes and restoring the kitchen in good order. A kitchen supervisor must be present during all catered events. The renter will be billed for the kitchen supervisor's hours.

SAFEGUARDING THE FACILITIES:

- Rodef Shalom Congregation is a non-smoking facility.
- Candles must be guarded by glass (hurricane lamps or tea lights) to avoid a fire hazard.
- The following are not permitted:
 - Live animals including birds, fish, butterflies, etc.
 - Glitter or confetti, glass beads or similar items scattered on tables
 - Any decorations which are not freestanding including posters, decorations or lights affixed to the walls, ceilings, fixtures or furniture
 - Special effects without prior approval
 - Handling of thermostats and lights by anyone other than the custodial staff
 - Rearrangement of Temple furniture, fixtures or equipment
 - Removal of Rodef property
 - Live petals during wedding processions in Sanctuaries
 - Food or beverage in the Sanctuary, Levy Hall or the Chapel

ADDITIONAL GUIDELINES:

- In order to reserve a room, a 50 percent room deposit and a signed contract must be received. One week before the event, the balance of your room rental charge is due. Additional costs such as kitchen usage fee, police, linens, etc. will be billed after your event.

- If you have not planned an event at Temple previously, please consider making an appointment with the Events Director ahead of your luncheon or dinner event. This will ensure a smooth planning process. Three weeks before your event, an appointment with you, your caterer and the Events Director is encouraged so all arrangements including timeline, menu, floor plan, etc. can be finalized.
- Final information regarding your event must be submitted to the Events Director no later than 5 days before the event. Please note that extensive room changes **will not** be permitted the day of the event.
- Because the Temple has limited storage facilities, all deliveries of food and rented equipment should be arranged in advance with the Events Director. The pick-up of rented items, floral equipment, decorative supplies and band/DJ equipment must take place immediately after the event unless prior arrangements have been made.
- Wine, champagne and beer are permitted.
- Hard liquor may be served during an evening event and is not permitted during the day or on Shabbat. Hard liquor must be served from a bar by a bartender provided by the caterer. Family members or friends are not permitted to serve any type of alcohol. The caterer must ensure that alcoholic beverages are not made available to minors and that guests do not consume to excess.
- If alcohol is served, a city of Pittsburgh police officer is required to be onsite and host is responsible for payment.
- If, for some unfortunate reason, you need to cancel your event, please contact the Events Director as soon as possible.

= Contact =
Events Director
412-621-6566 X183

* All information is subject to change *