

June 12, 2015

Quilter's Unlimited of Tallahassee
P.O. Box 4324
Tallahassee, Florida 32315

Temple Israel
2215 Mahan Drive
Tallahassee, FL 32308

This is an understanding of the use of facilities at the Temple Israel Community Hall by Quilter's Unlimited Quilting Guild (Guild).

I. Fees

Community Hall

Rental Fee for one year: \$750 for use of the Hall on the day of the month designated for Guild Meetings, including daytime hours as well as the evening meeting. The *planned* dates are:

- July 9, 2015
- August 13th, 2015
- September 10th, 2015
- October 8th, 2015
- November 12th, 2015
- December 10th, 2015
- January 14th, 2016
- February 11th, 2016
- March 10th, 2016
- April 14th, 2016
- May 12th, 2016
- ~~June 9th, 2016~~ Revised per Temple Israel's request to June 16th, 2016 

There will be an additional fee of \$100/day for any other days approved by the Temple.

Other Meeting Rooms

No arrangements have been worked out at this time, but may be worked out at a later date; these would be for Guild Steering Committee Meetings, which occur typically every two months. No additional fees are required.

II. Requirements of Use

1. The Temple will be added onto Quilter's Unlimited's Insurance Policy.
2. Attendees shall respect Kosher (no pork or shellfish, and no combinations of meat and dairy) in regards to any food brought upon the premises. The Guild will notify members of this policy and regularly remind them of this.

III. Contacts

1. The standard Guild contact for scheduling will be the Guild President or President-Elect. The standard Guild contact for financial matters will be the Treasurer (names and contact information will be provided in an attachment, as these Officer's positions change

in December).

2. The standard Temple contact for scheduling and financial matters will be the Temple Administrator.

IV. Community Hall Equipment, Set-up and Breakdown

1. The Guild shall be responsible for setting up any needed tables and chairs.
2. Normally, the Guild would not have to break down the room. However, if there is an instance where the Temple needs it broken down, the Administrator or other representative of the Temple would notify the Guild Contact ahead of time.
3. Equipment provided by the Temple include a microphone and stand, plus a music stand that can be used in lieu of a podium.

V. Other

1. No storage space is being provided by the Temple. [Note: The Guild may have equipment to share that might be of use to the Temple, in which case a storage arrangement would be desirable.]

2. If mutually agreed upon, this use/rental arrangement may continue into following years, but meeting dates may have to be shifted if a holy day falls on the same day as "normal" Guild dates. Friday nights and Saturdays are not available for any events, being the Sabbath.

Signed


Karen Skinner
Quilter's Unlimited President


Lisa Slaton 6/15/15
Temple Israel Administrator

Guild Contacts:

2015 President – Karen Skinner; 878-4955 or 445-7383; president@quilttallahassee.com

2015 President-Elect – Pam Doffek; 949-302-4772; vipres@quilttallahassee.com

2015 Treasurer – Heather Strickland; 229-225-9138; treasurer@quilttallahassee.com

Temple Israel Contact

Administrator – Lisa Slaton; 877-3517, ext 3; admin@templeisraelth.org