

Berkeley Hillel Policies Governing the Use of Space by Berkeley Jewish Student Groups

August 2010

Berkeley Hillel facilities (Reutlinger Center) are available for Jewish students and student groups affiliated with Berkeley Hillel. The building is used for other groups as well but as a JSU and Hillel affiliated group you will always be given priority.

Available Rooms:

We encourage any group looking for space to prearrange a time to see the rooms to make sure they fit the needs of the group. The following are the available spaces:

- Meeting Rooms – Two meeting rooms that can be expanded to a single larger room. Each classroom holds approximately 15 people
- Chapel/Lounge – Board/Conference room that can hold 40-60 people
- Auditorium- this will hold up to 300 people lecture style
- Any other space you might want to use

How to Reserve a Room:

The goal is to make this process as simple as possible. To reserve the room email the following to Oren Persing, Assistant Director of Jewish Student Life and Emily Aftergood, Business Manager.

Group Name:

Contact Person:

Narrative about the event/meeting etc. that we can put on the Hillel calendar:

Date:

How many people:

How frequently:

The earlier this information is submitted the more likely the chance that we have the room available. All requests must be made at least 48 hours before the event/meeting.

Restrictions

1. If the room is being used outside regular business hours a special meeting must be arranged with Oren.
2. As the sponsor of the event, you have responsibility to maintain the good order of the room and will be held liable for any damage incurred during your event.
3. Furniture should not be removed from any of the rooms and must be returned to its original set-up.
4. The student group must abide by all Berkeley Hillel policies. If there are any questions about the existing policies it is the responsibility of the student group to contact a Berkeley Hillel staff member.
5. If the kitchen is requested, a special meeting must be arranged with the Assistant Director of Jewish Student Life