

Date Agreement Sent: July 27, 2012

Date Signed Agreement Received: \_\_\_\_\_

Deposit: \_\_\_\_\_

Check No: \_\_\_\_\_

<b>FOR OFFICE USE</b>
6 month letter sent: date _____
EA sent: date: _____
EA received: date: _____

**USE AGREEMENT for  
URJ OLIN-SANG-RUBY UNION INSTITUTE**  
*Terms and Conditions*

*Rules for acceptance and participation in programs at OSRUI are the same for everyone without regard to age, race, color, religion, sex, handicap or national origin.*

Olin-Sang-Ruby Union Institute of the Union for Reform Judaism does hereby enter into this agreement with **Congregation**

for the use of its facilities located at 600 Lac La Belle Drive, Oconomowoc, Wisconsin, for the period of time from: **Dates, 2011**

to use the following facilities: **Soref Center and Health Center**

for the following group: **Family Retreat**

All information, arrangements for the group, and financial obligations will be handled by:

NAME: **Name Name**

ADDRESS: **Mailing address**

WORK PHONE: **847-xxx-xxxx** FAX NUMBER: **847-xxx-xxxx** E-MAIL: **address@email**

ANY QUESTIONS SHOULD BE ADDRESSED TO THE ABOVE NAMED LIAISON.

In consideration for the use of said facilities, the group listed above agrees to:

Abide by all rules, regulations and standards found in the **URJ Olin-Sang-Ruby Union Institute Event Policy Statement and Fee Schedule** and those established by the Resident Director.

Limit its use of the premises to the areas assigned by the Camp Office or the Resident Director.

Make payment in accordance with the set fee schedule as outlined on the enclosed **URJ Olin-Sang-Ruby Union Institute Event Policy Statement and Fee Schedule**, which guarantees to Olin-Sang-Ruby Union Institute a guaranteed minimum fee in accordance with the table of facilities reserved on the reverse side.

This Agreement is not binding until it is returned to Olin-Sang-Ruby Union Institute with all required signatures affixed. The signed Agreement and deposit of **\$xxxx** must be received by OSRUI no later than **May 17, 2011**. **If the Agreement and deposits are not returned within the stipulated time, the Agreement will be null and void and of no effect whatsoever.**

**GUARANTEED MINIMUM FEE**

**Residential Facilities:** Bayit, Lodge, Soref, or Nerenberg (B, L, SC, N) \$1500/each  
Health Center (HC), or winterized  
East or West Cabins (EC, WC) \$750/each

**Non-URJ Groups** (non-members of the Union for Reform Judaism) pay a surcharge of **10%**.

**DEPOSIT**

**A deposit of \$1500** for the Soref Center, Bayit, Lodge or Nerenberg Family Center and **\$750** for all other buildings (Cabins and Health Center) must be remitted with this Agreement. The deposit is for each housing facility being used.

Day use only reservations must remit a \$300 deposit per facility along with a signed Agreement.

For events that are booked less than one year from the date hereof, **the deposit and executed Agreement must be received within 30 days.**

For events that are booked more than one year from the date hereof, **the deposit and executed Agreement must be received within 90 days.**

**If the Agreement and deposits are not returned within the stipulated time, they will be null and void and of no effect whatsoever.**

**TERMINATION and CANCELLATION**

OSRUI may terminate this Agreement without any liability upon ten (10) days prior written notice to Licensee either 1) without cause or 2) upon a determination by OSRUI, in its sole and exclusive judgement, that the requirements of the State Fire Marshal, the Department of Public Health and Safety or any statute, rule or regulation of any federal, state, or local body, imposes undue requirements or hardship on OSRUI.

**If an event is cancelled by Licensee in writing more than 6 months** prior to the event date, the group may request a full refund or to apply the deposit to another event.

**If an event is cancelled by Licensee in writing less than 6 months but more than 45 days** prior to the event date, the deposit may be applied to an event, one time only, that has not already been scheduled. This event may be scheduled up to 6 months after the original event date. There will be a \$250 rescheduling fee.

**If the event is cancelled by Licensee in writing 45 days or less before** the event date, the entire deposit is forfeited, unless OSRUI re-licenses the same facilities for the same period of time at the same fee. OSRUI agrees to use its best efforts to re-license the Facility in this event.

Any group canceling a reservation less than one month prior to their scheduled use of camp, two or more times a year, will be assessed 10% more for their use of camp for a one-year period.

**Please sign this Use Agreement indicating agreed upon dates and facilities OSRUI will provide, and return to our business office by the date indicated. Your signature indicates that you have read and agree to the policies on the URJ Olin-Sang-Ruby Union Institute Event Policy Statement and Fee Schedule.**

**PRICES SUBJECT TO CHANGE WITHOUT NOTICE.**

**rev. 7/2012**

\_\_\_\_\_  
Rabbi or Person in charge of group      Date

\_\_\_\_\_  
President of Organization      Date

\_\_\_\_\_  
Administrator or Person Responsible      Date  
for Financial Obligations

\_\_\_\_\_  
URJ Olin-Sang-Ruby-Union Institute      Date  
7/26/2012