

Shaare Torah Facilities Policies

A. GENERAL POLICIES

1. The Shaare Torah synagogue building and its grounds (the “facilities”) are provided primarily for the members of the congregation and their families and guests, and for affiliated auxiliary organizations, to serve their spiritual, educational and social needs.
2. The facilities may be made available to non-members and outside organizations at such times when not in conflict with scheduled Shaare Torah programs and activities. Shaare Torah reserves the right to deny the use of its facilities to any individual or organization.
3. All persons and organizations making use of the facilities shall comply with all applicable written policies of Shaare Torah, including but not limited to Shaare Torah’s *Policy on Food and Kashrut for Synagogue Activities* and the *Shabbat and Haggim Policy*. No assignment of rights or privileges granted pursuant to any Shaare Torah policy shall be permitted.
4. No business meetings, rehearsals or events other than religious services shall be held during Shabbat or on Jewish holidays specified by the Ritual Committee. Events consonant with the observance of Shabbat or of the Jewish holiday shall be allowed when authorized by the Ritual Committee.
5. Proper decorum and a reasonable standard of behavior shall be maintained and enforced by all persons and organizations while in the building or on its grounds. While on the grounds outside of the synagogue building, all persons shall keep noise levels to a minimum so as not to disturb our neighbors.
6. All persons and organizations will use the facilities, furnishings and equipment allotted to them with all due care. Any damage to the facilities, furnishings or equipment resulting from its use shall render the person or organization liable for damages.
7. Shaare Torah assumes no liability or responsibility for damage or loss of personal property of others while in the synagogue building or on the grounds. All such personal property brought into the synagogue building or left on the grounds (including motor vehicles) shall at all times be at the owner’s risk.
8. All persons or organizations, and anyone acting on their behalf, having use of the facilities shall leave the facilities in a clean and undamaged condition, and see to the removal of all trash from the building

immediately following the conclusion of the activity and before the caterer (where applicable) leaves the facilities.

9. Unless other arrangements have been made with the Facilities Committee, it shall be the responsibility of the person or organization making the reservation to set up the tables and chairs prior to the event, and to fold and stack the tables and chairs following conclusion of the event.
10. No photographic, video, audio or other recording devices are allowed in the building or on the grounds during Shabbat or on Jewish holidays specified by the Ritual Committee. All times for use of the Synagogue building or grounds for photography must be reserved in advance.
11. Reservation of the facilities by members of the congregation requires that the member be current in all synagogue dues and assessments. In addition, all financial obligations must remain current at all times prior to the event date in order to maintain the reservation.
12. A deposit fee shall be established by the Facilities Committee. The deposit fee shall be paid in full at the time the reservation is made. The Facilities Committee may establish additional fees for the use of the facilities, which shall be set at the time the reservation is made. Any fees established for the use of the facilities must be paid in full no later than sixty (60) days prior to the planned event, unless a different deadline is established by the Facilities Committee.
13. Clergy other than those directly associated with Shaare Torah shall be permitted to officiate at religious ceremonies in the synagogue building only upon the express invitation of the Rabbi.

B. RESERVATION POLICIES

1. No room in the synagogue building may be used for any event unless expressly approved in advance by the Facilities Committee. Only those areas, rooms or grounds that specifically have been reserved for an event may be used. Common areas (including, but not limited to, hallways, restrooms and the elevator) shall be used in a manner that does not interfere with the use of such common areas by others in the building.
2. For celebration of religious life-cycle events (such as baby namings, b'nai mitzvah, weddings, etc.), members of the congregation may reserve the facilities at any time permitted for general use of the facilities, provided that such time is not designated by Shaare Torah for religious services or other scheduled activities.

3. Members of the congregation and Shaare Torah auxiliary organizations may reserve the facilities for purposes other than religious life-cycle events at any time permitted for general use of the facilities, provided that such time is not designated by Shaare Torah for religious services or other scheduled activities. Such reservations shall not be made more than 180 days in advance of the planned event.
4. Non-members or non-auxiliary organizations may reserve facilities at any time permitted for general use of the facilities, provided that such time is not designated by Shaare Torah for religious services or other scheduled activities. Such reservations shall not be made more than 120 days in advance of the planned event.
5. Unless expressly authorized by the Facilities Committee, the facilities may not be reserved for commercial or for-profit purposes. If authorized for use for commercial or for-profit purposes, Shaare Torah reserves the right to charge an additional fee, based on a percentage of income generated. Any such fee shall be established at the time the reservation is made.

C. CANCELLATION POLICIES

1. Cancellations requested more than 90 days prior to a scheduled event will receive a 75 per cent refund of all monies paid. Cancellations requested more than 30 days but less than 90 days prior to a scheduled event will be refunded one-half of monies paid. Unless otherwise approved by the Facilities Committee, no refunds will be provided for cancellations requested less than 30 days prior to an event.
2. Shaare Torah reserves the right to cancel any reservation, or immediately terminate any event, due to failure to fully comply with all applicable Shaare Torah written policies. In the event of cancellation or termination due to failure to comply with policies, there shall be no refund of any deposits or fees unless otherwise approved by the Facilities Committee.
3. Shaare Torah reserves the right to cancel any reservation, or immediately terminate any event, for any of the following reasons:
 - a. The individual or organization renting the facilities, or any person acting under the individual or organization's authority, misuses, damages or destroys property owned by Shaare Torah.
 - b. The individual or organization renting the facilities, or any person acting under the individual or organization's authority, provides false or misleading information, including but not limited to information

about the individual or organization or the proposed use of the facilities.

- c. The individual or organization renting the facilities fails to satisfy in a timely manner all related financial obligations due to Shaare Torah.

D. LIMITATIONS ON USE OF FACILITIES

1. No furniture or equipment owned by Shaare Torah shall be utilized for any event without the express authorization of the Facilities Committee. No furniture or equipment shall be removed from the synagogue building, or moved out of any room, without express authorization of the Facilities Committee.
2. On Sundays through Fridays, all events in the building (including break-down and clean-up of the facilities) shall conclude by 11:00 p.m., unless otherwise expressly authorized by the Facilities Committee. All events occurring on Saturday evenings (including break-down and clean-up of the facilities) shall conclude by 1:00 a.m., unless otherwise expressly authorized by the Facilities Committee. Events in the building (including set-up and decoration) shall not commence before 7:00 a.m. on any day unless otherwise expressly authorized by the Facilities Committee.
3. Deliveries of food, furniture, equipment or other items to be used for an event must be scheduled in advance with Shaare Torah, and an employee or other representative of Shaare Torah must be present at the time of delivery. No food shall be stored overnight in the synagogue building unless expressly authorized by the Facilities Committee.
4. Unless expressly authorized by the Facilities Committee, set-up and decoration of the facilities in advance of an event may not commence prior to two hours before the scheduled start time of the event. Unless otherwise authorized by the Facilities Committee, break-down and clean-up of the facilities following completion of an event shall be completed within one and one-half hours of the scheduled conclusion of the event.
5. No decorations, signs, bulletins or similar objects are to be affixed to any part of the facilities without the express consent of the Facilities Committee. No tape may be used on any building surface, except gaff tape or painter tape may be used on floors provided that it is completely removed at the conclusion of the event.
6. The following items/activities are prohibited at all times in the synagogue building and on its grounds:
 - a. Pets, except for service dogs;

- b. Smoking and tobacco products of any kind;
 - c. Lighted candles, except under constant supervision. Sterno, or other similar chafing fuel products may be used by a caterer if under constant supervision.
 - d. Alcoholic beverages, unless expressly approved in advance by the Facilities Committee. The use of wine for religious services is authorized. No one under the age of 21 shall be served alcoholic beverages at any time.
 - e. Confetti, glitter, or similar items that are difficult to remove or clean;
 - f. Fog/haze/smoke machines or any similar equipment;
 - g. Food, cooking equipment, utensils, dishes, etc. not in compliance with the Shaare Torah *Policy on Food and Kashrut for Synagogue Activities*;
 - h. Weapons of any kind, except carried by law enforcement personnel;
 - i. Any item or activity prohibited by Federal, state or local laws or regulations including, but not limited to, illegal drugs;
 - j. Any item or activity that presents a danger to public health or safety, or to the peace and welfare of the community, or presents a danger of damage to public or private property;
 - k. Partisan political activities or other activities prohibited by IRC Section 501(c)(3) organizations.
7. Helium balloons may be used for decorations, however all balloons must be removed following the conclusion of the event. Helium balloons can set off motion detectors once alarms have been set. If an alarm goes off in the synagogue building before or after an event due to a stray balloon, the person or organization renting the facilities will be assessed an additional fee to be established by the Facilities Committee, plus any additional fees levied by the police or other first responders.
8. Minors at all events must have adult supervision. At least one (1) adult per ten (10) children under the age of 18 must be present at all times.
9. Access to or use of ritual objects without the express approval of the Rabbi is strictly prohibited at all times. Access to the Rabbi's study or other offices within the synagogue building without the express approval

of the Rabbi or other authorized individual is strictly prohibited at all times.

E. POLICIES FOR CATERERS

1. Only caterers approved by the Rabbi and the Facilities Committee are permitted to operate in the synagogue building. The Rabbi, Ritual Committee and Facilities Committee may set any other rules or requirements for caterers as they deem necessary for ensuring that kashrut (dietary laws) are followed.
2. All caterers are required to submit a deposit in an amount to be established by the Facilities Committee, not less than fourteen (14) days prior to the scheduled event, to be held as bond to insure strict compliance by the caterer with all rules and regulations affecting the use of the facilities. The deposit shall be returned to the caterer as soon as practicable following the day of the event, after first deducting any expense occasioned to Shaare Torah by reason of the caterer's failure to comply with any applicable rules or regulations.
3. All caterers are required to provide, not less than fourteen (14) days prior to the scheduled catered event, a certificate of insurance, with evidence of Worker's Compensation Insurance, and Comprehensive General Liability Insurance in an amount to be established by the Facilities Committee, naming Shaare Torah as an additional insured party.
4. Caterers shall be required to supply their own trash bags and cleaning supplies, and will be required to place all bagged trash in a designated location or remove it from the premises.