



Facilities Use Policies and Procedures

In order that we may all fully enjoy and benefit from our beautiful Temple and its grounds, the Board of Trustees has adopted the following Policies and Procedures.

Throughout this document, "Temple" or "TBO" refers to Temple Beth Or, "Board" refers to the Temple Board of Trustees.

I. General

1. The Temple facilities are available to the membership or the community at large for events that do not conflict with our religious services, our own program of activities, our Sabbath, or our ideals.
2. Approval by the Business Office is required for use of our facility. Use by the Religious School, Preschool, Sisterhood, Brotherhood, Temple Youth Groups, various Temple Committees, and individual members of the Temple (who are not delinquent in dues payment) for life cycle events must be coordinated through the Business Office. Members will be given special consideration. *(However, when members use the Temple facilities in their capacity as a member of a secular group, whether public or private, for non-Jewish events, then the non-member fee will apply.)*
3. Our order of usage priorities is:
 - a. Religious Service
 - b. Religious School and Preschool, during their normal school hours
 - c. Life cycle events of members
 - d. Congregational functions (including Religious School, Sisterhood, Brotherhood, and Temple Youth Groups)
 - e. Preschool: outside of normal school hours.
 - f. Functions of affiliated Jewish organizations
 - g. Functions of non-affiliated groups sponsored by members and/or Temple
 - h. Functions of non-affiliated groups without sponsorship of congregational member
4. The fee schedule for organizations such as Hadassah, the Jewish Federation and any other URJ-recognized Jewish organization, including fees for kitchen usage, will be the same as those for members. (See attached fee schedule.)
5. Set-up of the facilities during the Sabbath is prohibited unless prior approval is obtained from the Business Office.
6. No event shall be scheduled if preparation for that event will interfere with a Religious Service.

7. For the purpose of security, it is the Temple's policy that **all** exterior doors are to remain closed and locked at all times. If it is a time of high traffic, someone **must** be stationed at the doors to provide access to members, their guests or others who are authorized to be in the building. For Temple-sponsored events, the Temple will provide the necessary staffing for door control. For events hosted by a member or outside organization, the host shall be responsible for providing a door monitor. **Under no circumstances are the doors to be propped open and left unattended. Misuse of the facility resulting in false alarms to police or fire departments will result in the assessment to the renter of any fees or penalties the Temple may incur.**
8. All requests for use of the Temple facility shall be made to the Business office in writing and the applicant must receive written confirmation. Renters and their guests may only use the space that was rented. The renter is responsible for ensuring that event participants do not go to non-rented portions of the building; unauthorized access may result in loss of security deposit. Renters are responsible for all keys and codes to the building in use during their event. It is the **renter's responsibility** to see that caterers and other hired assistants have the necessary access for the event. All keys must be returned to the Business Office on the first business day following the event.
9. Any organization, individual or caterer using any part of the Temple agrees to leave the area clean and free of excess debris/trash. The individuals or organizations shall be held financially responsible for the cost of non-routine clean up and reorganization of moved materials.
10. All users of our facility shall be responsible for:
 - Reimbursing the Temple for all costs arising out of their usage, including breakage;
 - Ensuring that Saturday events end early enough to allow **all** persons, including caterers, to be out of the facility before 2:00 am;
 - Ensuring that furniture arrangements **do not** block fire exits.
11. No decorations or floral arrangements requiring attachment to the walls, windows, woodwork, or any portion of the building by use of nails, tacks or adhesive of any type may be used. No glitter or sparkles may be used anywhere in the building. No decorations may be affixed to the outside of Temple buildings or to the TBO street signs on Creedmoor Road. Any questions concerning acceptable decorations or their attachment should be addressed to the Business office.
12. No recreational activities normally conducted out of doors may be done inside of the facilities (e.g., volleyball, basketball, etc.) The Congregational and Social Halls are not gymnasiums.
13. Equipment of any kind for any purpose may be brought to the facility no sooner than one day prior to the event and must be removed within one working day thereafter unless prior arrangements are made with the Temple office. The delivery and/or

removal must not interfere with normal activities of the Temple. Fog machines are prohibited. All Friday deliveries must be received by 1:00 pm.

14. Smoking or use of flammable materials other than candles and sterno are prohibited within the Temple buildings.
15. The Board reserves the right, in its sole and absolute discretion, to determine the propriety of any program.
16. Games of chance or wagering are not permitted except as specifically approved by the Board.
17. Alcoholic beverages may be served and consumed at approved functions. Alcoholic beverages may only be served and consumed in moderation by adults, age 21 years or older. It is the responsibility of the sponsoring individual or organization to control alcohol consumption and to insure that minors are not served. The sponsoring individual or organization shall be responsible for securing the necessary licenses or permits for the serving of alcoholic beverages at an event. A copy of the permit must be provided to the Business office prior to the event.
18. Food and Beverage: All food prepared and/or served must comply with Reform views of dietary laws, which exclude serving shellfish or pork products at any time, or leavened products during Passover. Meat and dairy cannot be served on the same tray or in the same dish.
19. The Board reserves the right to determine the propriety of any fundraising activity of a Temple organization. Any outside organization wishing to raise funds at the Temple must have Board approval.
20. No property of the Temple may be removed from the premises without specific permission of the Business office. Borrower must be a member in good standing, and must complete and file with the office a "Request for Use of Congregational Property" which will include a list of items, date to be taken and date to be returned. The date items are returned will be noted on the form and will be kept on file. If items are not returned within one week of the scheduled return date, the member will be billed for them. If the items are required sooner for a Temple event, it is the borrower's responsibility to insure their return to satisfy the Temple's need.
21. The Temple assumes no responsibility or liability for property of any person, organization, company, or other entity.
22. Alterations, additions or re-arrangements of furnishings (other than the movement of portable tables and chairs, which must be returned to their original location at the conclusion of the event) are not permitted without the express approval of the Business Office. **Do not drag tables.** If you need assistance moving furniture, contact the Business Office or a member of the custodial crew. A minimum of two persons is required to move tables.

23. Renters should plan to bring their own extension cords, card tables, etc. Temple does not supply these.
24. All users of the facility must exercise proper decorum and a reasonable standard of behavior.

II. Sanctuary

1. The Sanctuary is available without charge for Life Cycle events, on approval by the Senior Rabbi, to members of the Temple who are not delinquent in pledge payment.
2. Only those people who have received the necessary training may use the piano, sound system, and audio-visual equipment.
3. No photography during ritual ceremonies is allowed.
4. No tape recordings or motion/video pictures may be made without the Rabbi's permission during any ritual ceremony conducted in the Sanctuary. Motion/video pictures that are permitted by the Rabbi must be done without additional lighting.
5. No food or beverages of any kind will be brought in, served, or consumed in the Sanctuary except those used in ritual ceremonies or as approved by the Rabbi. No balloons may be used for decoration in worship spaces.

III. Social & Congregational Halls

1. Temple sound systems are not to be plugged into by DJs or musicians. If permission to use them is granted by the Business Office and the Director of Jewish Music, the renter is responsible for making sure that the settings are returned to their normal positions.
2. Children and teens must remove their shoes when participating in DJ-led dancing and movement activities during parties (to avoid scratches and marking of floor).
3. Users of the Social or Congregational Halls are reminded that they must leave the area free of excess debris, trash, etc., including that used by entertainers or DJ's.

IV. Social Hall, Congregational, and Assembly Room Kitchens

1. The individuals, caterers, or organizations shall be held financially responsible for the cost of the clean up and reorganization of moved materials.
2. Minors under the age of 18 are not allowed to use any kitchen facility unless supervised by a Temple, Religious School, or Preschool staff member. Minors may not use the stoves or other powered equipment.
3. Professional caterers shall provide the Temple with the following evidence of insurance:

(1) Workmen's Compensation Insurance, (2) Automobile Liability Insurance with limits no less than \$100,000/\$300,000 Bodily Injury and \$50,000 Property Damage, (3) Public Liability Insurance, including Products Liability and Personal Injury Protection with limits no less than \$1,000,000 Bodily Injury, and \$50,000 Property Damage. These certificates must be furnished to the Temple office at least one week prior to the function, and any contract with the Temple that contemplates the use of a caterer shall be null and void for lack of supplying evidence of insurance. Certificate of insurance can readily be furnished by the caterer's insurance agent and must name Temple Beth Or as a loss payee.

4. Any individual, caterer, or organization agrees that they will leave the kitchen **spotlessly** clean. This includes the following:

- Wash, dry and return all dishes, glasses, flatware, pots and pans, and serving pieces to their appropriate locations.
- Wipe off all counter tops.
- Do not leave any food items on the counter tops.
- Any food that is left over should be thrown away, taken away, or properly packaged/sealed, labeled, and refrigerated for donation to the Interfaith Food Shuttle (250-0043) or other group with whom a prior arrangement has been made. Please notify the Temple Office of such donation(s) by voice mail at 781-4895, ext. 100 so we will know where to direct the people coming to collect the food.
- Garbage and trash must be taken outside to the dumpster behind the Temple Education Building. The Temple will provide bags for trash.
- The kitchen floor should be swept and mopped. The mop bucket should be emptied in the “slop” sink in the closet adjacent to the kitchen (your kitchen key will work on this door).
- Spills in the hallways and rented areas from serving food should also be mopped up to minimize pests and reduce the hazard of slipping.
- Check refrigerators and freezer doors to ensure they are closed tightly before you leave.
- Make sure stove and oven are turned off completely.
- All lights must be turned off and kitchen doors shut tightly.
- Pots, pans, dishes, glassware, and flatware are **not** to be moved from one kitchen to the other without permission of the Business Office, and must be returned to their original location unless otherwise agreed to by the Business Office.

- Any damages should be reported to the Temple Administrator by voice mail at 781-4895, ext. 109.
- Food and Beverage: All food prepared and/or served must comply with Reform views of dietary laws, which exclude serving shellfish or pork products at any time, or leavened products during Passover. Meat and dairy cannot be served on the same tray or in the same dish.

V. Administrative Offices

1. The office computers shall not be used by anyone other than by the person(s) assigned to the computer unless specific written approval is obtained from the assigned user.
2. The Rabbis' offices are for their use, and use by others without permission is prohibited.
3. Priorities of the Temple office are:
 - Day-to-Day Temple operations
 - Administrative work for the Rabbi
 - Work for Executive Board
 - Work for Board
 - Temple publications
 - Administrative work for other Temple organizations

VI. Grounds and Parking

The Temple wishes to encourage use of the Grounds with the following guidance:

1. No overnight camping or parking will be permitted without permission of the Board of Trustees.
2. Any individual, organization or caterer will make certain trash is deposited in proper containers.
3. No open fires are permitted without the written permission of the Board of Trustees.
4. Only birdseed may be thrown outside for weddings.

For the safety of our congregants, guests, our staff, and especially our children:

1. No parking or leaving of unattended vehicles is allowed in the fire lanes or designated drop areas.
2. A strict 5 mile per-hour limit will be enforced on Temple property
3. No parking in the natural areas, unmarked/unpaved spaces, or along curbs is allowed.
4. Assigned parking spaces (e.g. Rabbi, President, etc.) are restricted 24 hours a day, even if
the assigned individual is not attending a given function.

