



Congregation Temple Israel

Last revision 09/13/2011

CONGREGATION TEMPLE ISRAEL HOUSE RULES

The Temple is the spiritual home of the congregation. Members are welcome to use its facilities in accordance with its traditions. Facilities will also be made available for civic and philanthropic purposes. In such cases, the user will be expected to make a contribution to the Temple to cover operating costs for the scheduled functions.

A. GENERAL RULES

1. Priority for the use of Temple facilities will be given to members in good standing and to Temple organizations.
2. The Executive Director shall have exclusive authority to schedule the use of Temple facilities for life cycle events for members of the congregation in good standing and for non-members. The Executive Director shall also have exclusive authority to schedule the use of Temple facilities for events for Temple organizations and affiliates.
3. Reservations for events for non-affiliated organizations, or for members and non-members for occasions other than life cycle events, shall be made by written request to the House Rules Committee. The House Rules Committee shall have final approval for scheduling these events, except that events which are expected to have more than 200 attendees must be approved by the Board of Trustees.
4. Organizations and individuals having other than life cycle events shall complete and return a Reservation Request Form to the Executive Director.
5. When a contribution is required for an event held in Temple facilities, the facilities for the event will not be reserved until the contribution is received in full. Such contribution is fully refundable if the event is canceled more than thirty (30) days before the scheduled occurrence. For events canceled within thirty (30) days of the scheduled occurrence, one-half (1/2) of the contribution shall be returned.
6. The use of Temple facilities for fund-raising activities, whether by in-house or out-of-house groups, is subject to rules and guidelines adopted by the Board.
7. The Senior Rabbi of Congregation Temple Israel must approve the participation of a visiting rabbi or other clergyman in any life cycle event or worship service held at the Temple.
8. Alcoholic beverages may be served on Temple premises. The individual or organization sponsoring an event at which alcoholic beverages are served will be fully responsible for assuring that attendees drink responsibly.
9. Employees of the congregation will remove from the premises persons behaving in an unruly or unbecoming manner.
10. Any food and drinks served must be confined to the specified area of the event and may not be taken into corridors or other areas of the Temple.
11. Food and drink are prohibited in the Chapel and Sanctuary.
12. Smoking is not permitted inside the Temple's buildings.
13. A Facility Reservation Form indicating the user's or chairperson's name will be submitted to the Executive Director, no less than 5 days prior to an event. Changes thereafter will be made only by request of the person whose name appears on the form. Temple Staff will not be responsible for making any changes so authorized.

14. Facilities not included in the Reservation Request Form or letter may not be entered, except for adjacent corridors and lavatory facilities. No one is permitted to trespass upon any of the lawns or planted areas.
15. The use of Temple facilities is limited to the time designated and approved in the Reservation Form or letter request and all functions must be concluded by midnight. (Concluded means that all guests and persons not employed by the Temple have left the building. The Executive Director will set the time of access in advance of events based on other Temple needs and the scheduling of employees. For weddings, this shall generally be four hours prior to the event. For other events, this shall generally be one-hour prior to the event. If additional staff hours are required for access prior to or after an event, the users will be billed at a rate of \$30.00 per hour or part thereof.
16. Deliveries to the building may be made through the service entrance between 9:00 a.m. and 4:00 p.m., Mondays through Fridays, unless other arrangements are made with the Executive Director.
17. The individual or organization using the facility shall remove all items brought into the building within twenty-four hours following the function. In some cases, scheduling of other events may require items to be removed sooner. The congregation will have no responsibility for any loss or damage to any equipment or supplies brought into the building by individuals or caterers, in connection with any affair.
18. The individual or organization using the facilities will be held responsible for all loss, liability or damage to Temple property caused by such use.
19. Only unattended checkroom facilities will be provided, and the Temple will not be responsible for any loss or theft. Checkroom attendants may be employed by the user with approval of the Executive Director.
20. The Executive Director will specify which, if any, entrance doors are to be unlocked. All other doors will be kept locked.
21. At the discretion of the Executive Director, individuals or organizations may be required to employ, at their expense, one or more police officers to regulate the flow of traffic or to provide security during an event. "U" turns, double parking and sounding of horns are not permitted.
22. Temple organizations and affiliates holding events where services are rendered by any person, firm or organization other than employees of the Temple and affiliates will provide the Executive Director with certificates of insurance for those rendering services showing liability and worker's compensation coverage. Such certificates will name Congregation Temple Israel as an additional insured
23. Individuals and non-affiliated organizations holding events where services are rendered by any person, firm or organization other than employees of the Temple and affiliates will provide the Executive Director with written indemnification in such form as he requires. Individuals holding events where services are rendered by any person, firm or organization are strongly urged to obtain certificates of insurance showing liability and worker's compensation coverage for themselves. In no event, shall the Temple be liable for any loss, liability or damage caused by individuals holding events at the Temple or caused by their guests, or by persons, firms or organizations which render services for them.

B. BUILDINGS AND EQUIPMENT AND DECORATIONS

1. Nothing may be fastened in any manner to any decorative items, walls, windows, equipment, furniture or furnishings of the building without the approval of the Executive Director. Approved items may be fastened only with masking tape, gaffers' tape or florists' tape. All fastened items must be removed immediately following the scheduled event.
2. No loose glitter or "confetti-type" decorations may be used for decoration or placed upon tables.
3. Only authorized personnel are permitted to operate the elevator, heating and air-conditioning systems, or other mechanical and electrical systems and equipment.
4. The musical instruments of the Temple, including pianos and organs shall be used only by the Temple organist or, if the Temple organist is absent, by an organist who has been approved by the Temple organist or by the Cantor.
5. No "glow-sticks", glow bracelets, glow necklaces, bracelets or "cracking glow tubes" may be used.
6. An additional "clean-up" fee of at least \$200 will be assessed to any member or outside organization whose decorations do not conform to the above-stated rules or whose event requires extensive additional clean-up as determined by the Executive Director.
7. Under no circumstances is the re-arrangement of Temple furnishings permitted.

C. KITCHEN RULES

1. Use of the kitchen must be authorized in advance by the Executive Director.
2. Only authorized persons are permitted to use the kitchen and its equipment. Authorized persons must provide certificates of insurance showing liability and worker's compensation coverage and naming Congregation Temple Israel as an additional insured upon request by the Executive Director.
3. Any leftover foods not removed by the individual or organization from the Temple premises within twenty-four hours following usage may be disposed of by the Temple custodial staff.
4. Refrigeration and freezer space is available on a first-come, first served basis. Use of these spaces may not exceed a total of twenty-four hours, unless prior arrangements have been made with the Executive Director.
5. Persons using the kitchen will leave it in the same condition as found. All dishware, utensils, serving pieces and cookware used will be properly cleaned and replaced. All sinks, cooking and food preparation areas will be properly cleaned. Caterer responsibilities are listed on the attached, "Caterer Responsibilities for Kitchen Clean-Up" page.
6. An additional "clean-up" fee of at least \$200 will be assessed to any member or outside organization utilizing an outside caterer who fails to leave the facility in the above-described condition.

D. RULES FOR FLORISTS, PHOTOGRAPHERS, DJs AND PERSONS VIDEO TAPING

1. The florist is responsible for putting down and removing all flowers, candles, runners, stands, etc. Nothing may be fastened to the walls, doors, windows, furniture or furnishings without prior permission of the Executive Director. Nothing may be set on the wooden rail surrounding the Sanctuary pulpit.
2. Only runners tape and gaffers tape may be used to adhere approved items to pews and floors.
3. No flash photography may be used during a religious ceremony. Cameras which exhibit a loud noise from the shutter or film advancing mechanism may not be used during a religious ceremony.
4. Photography, video taping, or filming may be done from the choir loft of the Sanctuary if it is stationary and placed at least 5 feet from the organist or choir, or from behind the last occupied row of worshipers. Placement of equipment should be done so as not to obstruct worshippers' egress or ingress of the Sanctuary or Chapel.
5. In the Sanctuary, a balanced, line-level output with nominal impedance of 600 ohms can be obtained by attaching to the female XLR plug located just to the far side of the organ in the choir loft.
6. Under no circumstances is the re-arrangement of Temple furnishings permitted.
7. If candles are to be lit, they must be inside chimneys which are taller than the tapers.
8. No throwing of rice, rose petals, etc. is permitted.
9. No pyrotechnics are permitted.

E. SPECIAL WEDDING GUIDELINES

1. The charges shown on the following page for weddings will be modified as followed:
 - a. No fee will be charged at chapel or garden weddings with:
 - i. Less than 15 guests;
 - ii. No Chuppah
 - iii. No floral set-up;
 - iv. No live music;
 - v. No rehearsal
 - vi. No other set-up or tear down by Temple staff is required.
 - vii. Access to the Temple limited to no more than 1 hour prior to the event.
 - b. A fee of \$50 for members and \$100 for non-members will be charged at chapel or garden weddings where only:
 - i. A Chuppah is required; and/or
 - ii. There are more than 15 guests; and
 - iii. All of items iii-vii above apply.
2. Up to 100 lawn chairs may be set-up at garden weddings, if requested, for a fee of 50 cents per chair.
3. The Senior Rabbi will set the times after which weddings may be held on Shabbat and holidays.
4. The Temple reserves the right to change the location of Garden weddings, if adverse weather threatens.
5. For weddings where the charges listed do not apply, access to the Temple shall be limited to four hours prior to the event. If available, an earlier time may be permitted with the approval of the Executive Director. Additional fees will apply.

F. USE OF THE TEMPLE POOL

1. The pool located at the Temple's main campus shall be for the exclusive use of those attending programs sponsored by the Temple, its auxiliaries and groups, except where specific use for other organizations is recommended by the House Rules Committee and approved by the Board of Trustees.
2. All groups using the pool shall agree to abide by any rules posted at the pool or distributed in written form.
3. One or more lifeguards must be present whenever the pool is in use. Each lifeguard must have a current Red Cross Lifeguard Training and First Aid certification and a current Red Cross CPR for the Professional Rescuer certificate or their equivalents. At least one lifeguard must have attained the age of 16.
4. The pool may only be used between dawn and dusk;
5. In addition to any other rules, whether posted or written, persons using the pool shall also agree to abide by the following:
 - a. No glass is allowed in the pool area;
 - b. No food or drinks are allowed in the pool;
 - c. No coins or small objects shall be allowed in the pool;
 - d. Balls are the only floating toys allowed in the pool. No other floating toys, rafts, or other like objects are allowed;
 - e. All bathers will wear proper bathing attire, no street clothes will be permitted in the pool.
 - f. All bathers are required to shower prior to entering the pool.

**MINIMUM CONTRIBUTIONS
FOR USE OF TEMPLE FACILITIES**

| | <u>Non Affiliated Persons/Organizations</u> | <u>Temple Israel Members</u> (1) |
|--|--|---|
| <u>WEDDING IN SANCTUARY, CHAPEL OR NACKMAN GARDEN:</u> | \$750.00 | \$400.00 (2) |
| Includes maintenance. No additional contribution for rehearsal, use of Bridal Lounge or Library. If air-conditioning in the Sanctuary is requested for the rehearsal, an added \$200 charge will be made. | | |
| <u>BAR/BAT MITZVAH</u> | - | \$1.00 Per person estimated to attend plus a set-up and tear-down fee of \$100. (3) |
| Standard Kiddush | | |
| <u>FUNERALS</u> | - | 0 |
| <u>ISSERMAN AUDITORIUM</u> | | |
| Front (Up to 130) | \$500.00 ⁽⁴⁾ | \$250.00 ⁽⁴⁾ |
| Rear (Up to 200) | \$600.00 ⁽⁴⁾ | \$300.00 ⁽⁴⁾ |
| Full Use (Up to 425) | \$800.00 ⁽⁴⁾ | \$400.00 ⁽⁴⁾ |
| SHOENBERG FOYER | | |
| Up to 100 people | \$500.00 ⁽⁴⁾ | \$250.00 ⁽⁴⁾ |
| HIRSCH AUDITORIUM | | |
| Up to 100 people | \$400.00 ⁽⁴⁾ | \$200.00 ⁽⁴⁾ |
| EDISON BRIDGE LOUNGE | | |
| Up to 75 people | \$400.00 ⁽⁴⁾ | \$200.00 ⁽⁴⁾ |

OTHER ROOMS

For use of other rooms, there will be a donation equal to \$2.00 for each person estimated to attend.

OTHER CHARGES

Additional charges for special requests such as use of multiple rooms, special set-ups or needs, etc. may be required as determined by the Executive Director.

SNOW REMOVAL

If snow removal for areas beyond those normally cleared is requested by those using facilities, it will be billed to the user at actual cost.

- (1) Member rates extended to complimentary members for life-cycle events only.
- (2) Includes professional services of Executive Director and Music Director.
- (3) \$100 fee waived, if Temple Israel caters an extended Kiddush or Kiddush luncheon.
- (4) Use of Temple serving and dinnerware will be additionally charged at the following rates: \$2.00 per setting for china, \$0.65 per person for disposables, \$50.00 serving pieces only.

Note: Contributions cover the costs of set-up & tear-down of tables & chairs, opening & closing of building when needed, & cleaning of the rooms before & after scheduled events. Setting, serving, busing of tables & washing of dishes is not included.

CATERER RESPONSIBILITIES FOR KITCHEN CLEAN-UP

GENERAL RESPONSIBILITIES

- ◆ No door shall be propped open except for brief periods when making deliveries, unless someone remains stationed at the opened door.
- ◆ No vehicles shall be parked in reserved spaces in the employee parking lot.
- ◆ No vehicles shall be parked at the delivery dock, marked delivery space or along curbs marked with "yellow" – no parking – paint except for brief periods while deliveries are being made.

The following tasks are to be completed following each use of the kitchen:

DISHWASHER AREA:

- ◆ All dishes need to be done and put away, including silverware
- ◆ Clean all mats in dishwasher
- ◆ Wipe down dishwasher
- ◆ Clean drain boards
- ◆ Turn machine off
- ◆ Turn water off
- ◆ Mop and sweep floor
- ◆ Wipe down microwave, inside & out, if Used
- ◆ Put away clutter on counters
- ◆ Clean all carts, if used
- ◆ Sweep and mop floor areas
- ◆ Place dirty towels and aprons neatly in bins
- ◆ Clean out sinks, run disposals until clear
- ◆ Turn off ceiling and exhaust fans
- ◆ Take out trash

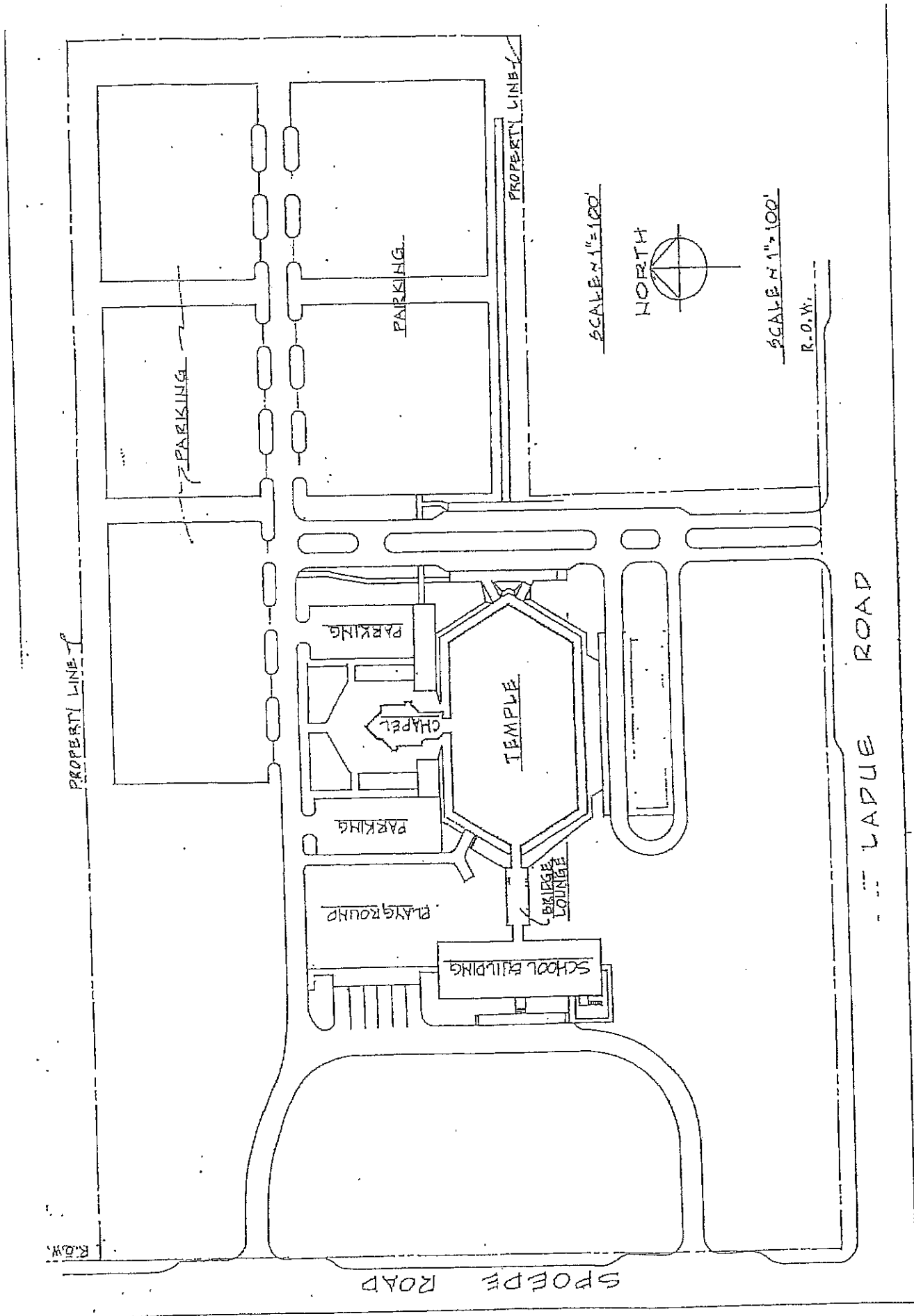
GENERAL KITCHEN AREA:

- ◆ Close all doors
- ◆ Wipe down counters
- ◆ Cover silverware, if used
- ◆ Put away all dishes, pans, paper and Plastic products
- ◆ If bringing linen or having it sent in, must Have it checked out, T.I. is **not** responsible for lost linens.

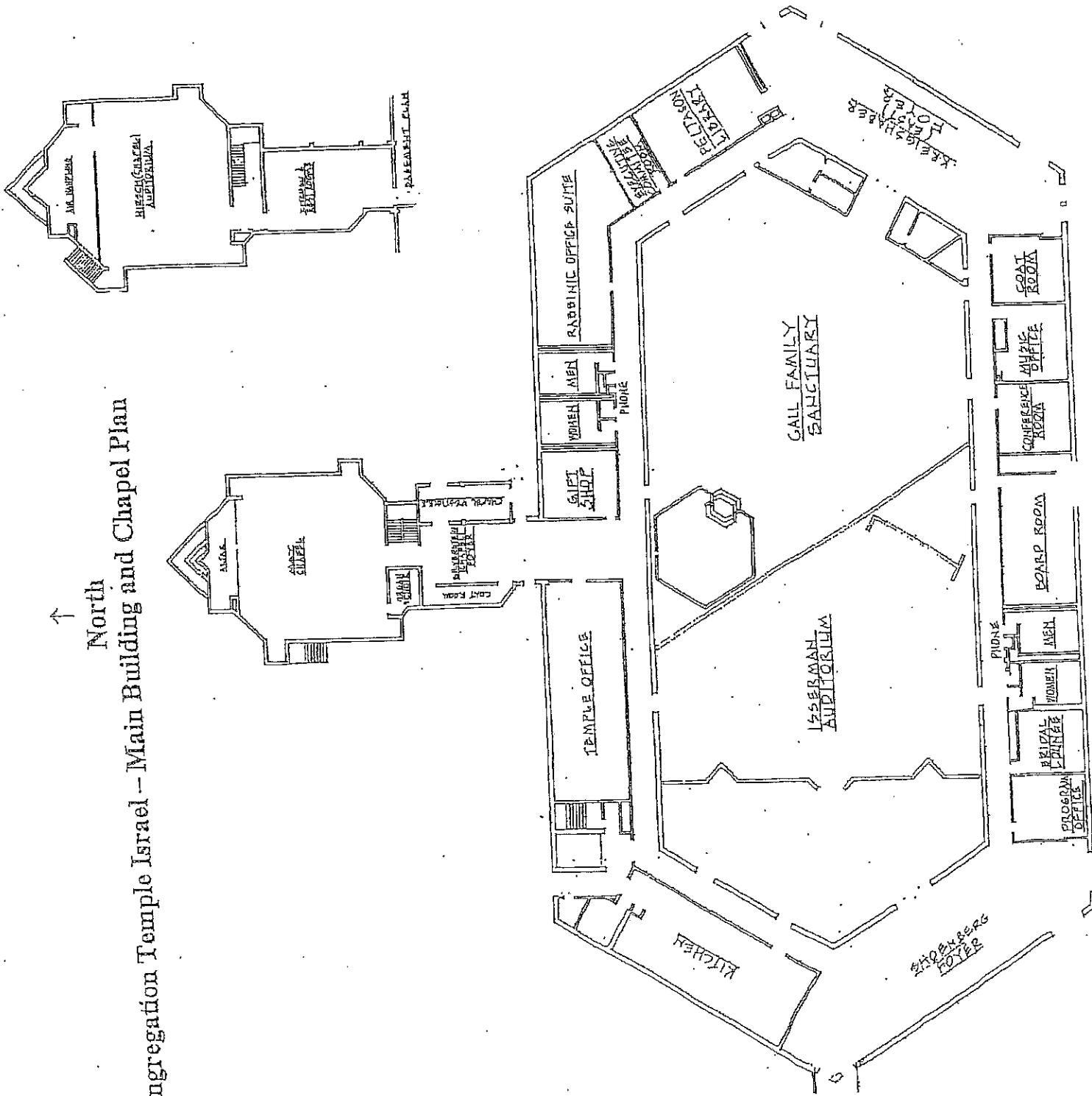
STORAGE AREA: If used,

- ◆ Place all food and storage materials neatly On Shelves
- ◆ Close up cabinets
- ◆ Sweep floor and mop, if needed
- ◆ Lock door to closet

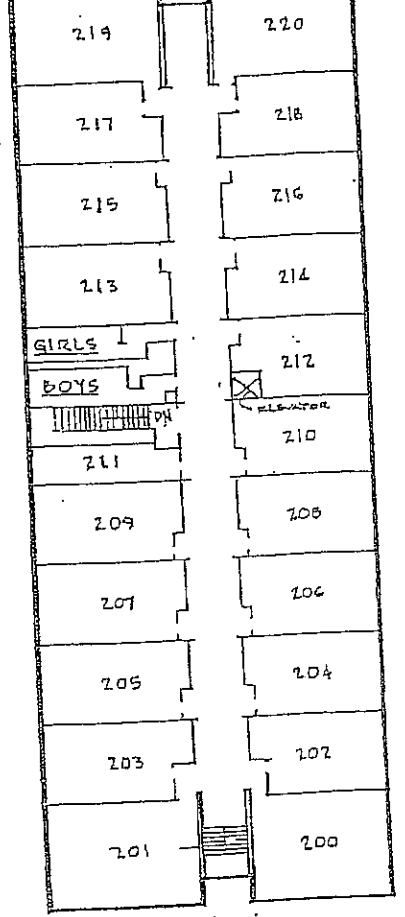
Map of Building - Property Plan



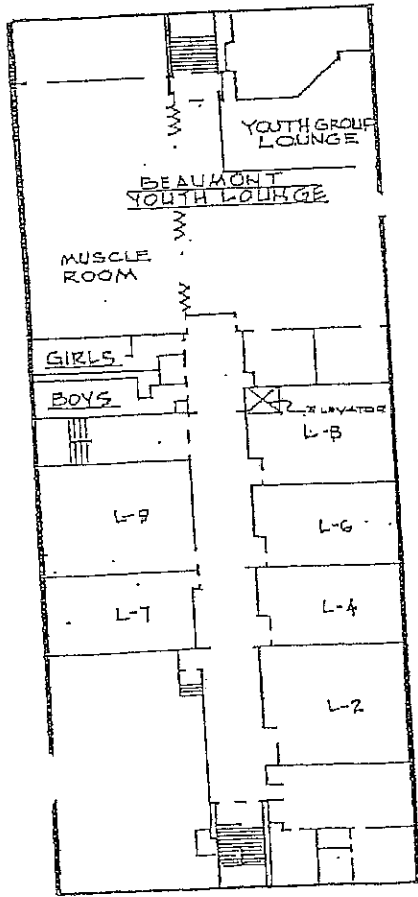
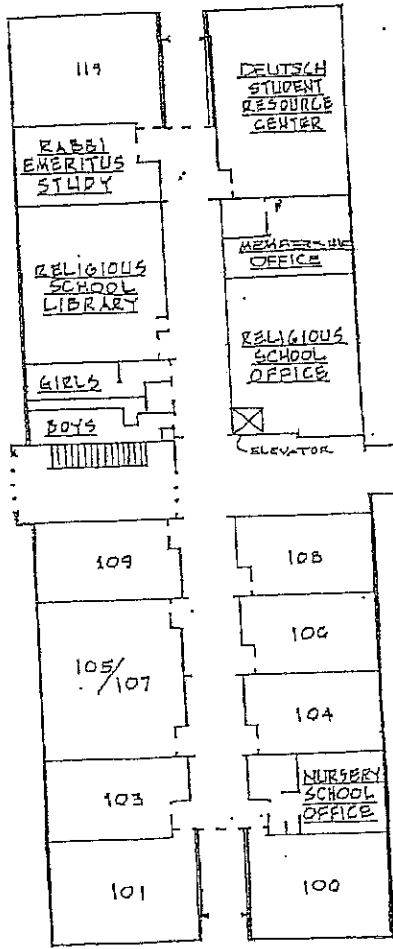
North
Congregation Temple Israel - Main Building and Chapel Plan



Map of Building – Religious School



SECOND FLOOR



LOWER LEVEL

