

Rules for Social Hall Use

Events

1. The social hall of the Shul is available for Events hosted by any person (“Party Host”). An Event is defined as any of the following occasions:
 - a. Private or Public Kiddush
 - b. Shabbat meal (includes any one of the following: Friday night dinner/oneg, Shabbat lunch, Shalosh Seudot or Melave Malka)
 - c. Brit Milah
 - d. Shalom Zachar
 - e. Pidyon HaBen
 - f. Upsherin
 - g. Shevah Brachot
 - h. Siyum commemorating a Yahrzeit or the end of Shloshim or Aveilut, or
 - i. Any other occasion that the Board determines (in its sole discretion) to constitute an Event
2. A Public Kiddush shall be public if the Party Host is a shul member in good standing and permits the announcement of the kiddush in the correspondences of the Shul as being open to all members of the Shul.
3. The Party Host must sign the standard CAS contract for Events.

Fees

4. The Fees listed below are for the room only. Member fees are for Members in Good Financial Standing.
5. Member Fees:
 - a. \$500, except as noted below
 - b. \$360 for a public Kiddush
 - c. \$180 for 2nd use on a Shabbos
 - d. \$180 Shalom Zachor
 - e. \$100 to add to a Shul Chai Kiddush (Note: May only be booked 2 weeks in advance and only cold items may be added.)
 - f. \$180 for a small Kiddush after the 8:00 or Sephardic minyan. (Note: May only be booked 2 weeks in advance.)
 - g. Hot Kiddush provided by the Shul -- varies
6. Non Member Fees:
 - a. \$1,000 for all Events
 - b. \$500 for 2nd use on Shabbos
7. All fees must be paid in full by two weeks prior to the date of the Event.

8. Twenty percent of the fee must be paid at the time the Event is booked as a nonrefundable deposit. The balance of the fee is due two weeks before the Event, except in the case of a Brit Milah or Shalom Zachor when the rental fee is due prior to the Event.
9. In the event of damage to the Shul or other costs incurred by the Shul resulting from the Event (whether due to the Party Host, the Caterer or guests), the Party Host will be required to reimburse the Shul for any such costs.

Caterer

10. A Party Host is responsible for the Event arrangements including (but not limited to) hiring a caterer and setting up the social hall.
11. The Shul is not responsible for paying any caterer of an Event unless it was ordered by an authorized person and the Shul was paid in advance.
12. All caterers *must* be approved by the Rabbi. No homemade food may served in the Shul.
13. The following Caterers are Approved Caterers: I&D Glatt, Wing Wan, EJs, Hunkis, BagelTown, BagelCraft and Mauzone. All other Caterers must a) sign a Caterer Agreement with the Shul and b) provide a refundable \$350 deposit two weeks before the Event to cover the cost of any damage, clean-up or other violation of these rules.
14. No vehicles may be pulled up on the walk ways of the Shul
15. The Caterer is responsible to leave the social hall and kitchen clean. The refrigerator and all counter spaces must be left clean.
16. All garbage must be carried to the side of the building, unless a party is held on a Monday, Wednesday, or Friday in which case the garbage should be carried to the curb.
17. The Caterer will be held responsible for any damage done to the facilities.
18. Any dishes, chafing dishes, trays, pans or other equipment or food of the Caterer must be removed from the Shul in a timely fashion.
19. Caterer is to vacuum the carpet of the social hall after the event and return the social hall to the condition that it was found. Any Shul chairs, tables or hand trucks that are used for an Event must be returned to their original location
20. Caterers must keep a clear distinction between Caterer's property and the Shul's property. Under no circumstances may the Caterer use food, paper goods or

- kitchen equipment that is the property of Shul.
21. No peanut or peanut-derivative foods may be brought into the Shul at any time.
 22. Any Caterer who does not abide by these rules will be subject to a ban from the Shul.
 23. Caterers must submit a copy of insurance to the Shul, including a minimum \$1,000,000 of general liability coverage and workers compensation coverage.

Conduct of the Event

24. The Event must occur only in the social hall on the basement level of the Shul. Under no circumstance may any part of the Event occur in other parts of Shul including, but not limited to, the serving of food anywhere else in the Shul, the set-up of entertainment for the Event in other locations and the use of the sanctuary for photography without the advance permission of the Board.
25. All decorations for an Event shall be placed directly onto tables or on the floor. Nothing may be hung on the walls. Any decorations hung from the ceiling must be done by a professional florist, and not without prior approval from the board.
26. Social hall capacity limit is 186 people. The Shul suggests that if there will be dancing that the limit should be 110 people.
27. When throwing bags for a bar mitzvah or aufruf, Party Host must use a reasonable amount of soft candy. Party Hosts may not bring peanuts or peanut-derivative products to the Shul.
28. The Party Host may not establish a separate minyan in the social hall or anywhere else in the shul for the Event. If a Party Host would like to have a separate minyan for the Event a request should be made to the Rabbi, or if not available, to the Board, who shall have sole discretion on whether to approve a separate minyan for the Event.
29. Any Shabbos party must be worked around the 8:00 a.m. Minyan which ends approx. 9:45 a.m. Tables may be preset in the room and you may work in the kitchen quietly. The 8:00 Minyan will not be moved or cancelled.
30. All Mohelim shall be approved by the Rabbi.

Scheduling

31. The Board shall designate a scheduler to schedule Events. Currently the scheduler is Sandi Lev who can be reached at 538-8056 or sandilev@gmail.com. The scheduler shall collect the deposit from the Party Host and collect a signed

agreement with each of the Party Host and the Caterer. An Event will not be scheduled until these items are received.

32. No Event may be scheduled prior to one year before the Event, except Bar and Bat Mitzvahs which may be scheduled three years before an Event. (All date references are to the Gregorian calendar.) Scheduling shall be performed on a first come, first serve basis, except as detailed in the next section.
33. All Bar and Bat Mitzvah reservations made prior to 35 months preceding a date (the "Decision Date") remain tentative. If only one Member in Good Financial Standing has made a reservation for a specific date by the Decision Date, that member's reservation becomes final. If more than one member in Good Financial Standing has tentatively reserved a date by the Decision Date, the date is awarded to the member who has the earliest Seniority date. Seniority for a member will be measured by reference to the earliest date of continuous payment of annual membership dues. To the extent a member has had historic lapses in the payment of membership dues, Seniority will be measured by the earliest date of the current run of continuous annual payments. Seniority will be determined by the Treasurer. (Note: After 35 months prior to a date, seniority plays no role in reserving a date. A member in Good Financial Standing that requests an open date less than 35 months away will be awarded that date regardless of who requests it afterwards.)
34. Non-member events may only be booked from 90 days before the Event.
35. The scheduling of a Bar Mitzvah for a specific Event shall give priority to the Party Host for scheduling any Events over that Shabbat until 90 days prior to that Shabbat. Thereafter, the scheduler may schedule a second Event on that Shabbat to the extent feasible.