



Building Use Policies

The mission of Judea Reform Congregation rests on the foundation of *Torah, Limud, Tikkun Olam, and Kedushah*. It is in line with these central aspects of Judaism that the Congregation establishes the following policy for use of its buildings for services, programs, and events:

Priorities:

- I. The first priority for use of the building is for the congregation's own religious programs. In accordance with Article XI, Section 3 of our congregational constitution, the Senior Rabbi shall have responsibility for scheduling all religious events, in consultation with the Religious Practices committee.
- II. The second priority is for religious or life-cycle celebrations of members. The Senior Rabbi (and the Executive Director for B'nai Mitzvah) should schedule these activities in his or her discretion, subject to the fees fixed by the Board of Trustees.
- III. The third priority is for life-cycle events of non-members. The Senior Rabbi should schedule these activities in his or her discretion, subject to the fees fixed by the Board of Trustees.
- IV. The fourth priority is for meetings and programs of the Congregation (see Article VII of our Constitution), of the Board of Trustees (see Article VIII), of the Standing Committees of the Congregation (see Article XII), of the Auxiliary Organizations of the Congregation (see Article XIII), and of any other committees established by the President. These may schedule use of the building for all activities sponsored by them, including fund-raising events, and should report all such activities at the regular or special meetings of the Board of Trustees. Synagogue staff may also make such reports on behalf of committees or auxiliaries. Meetings and programs held in synagogue facilities must be scheduled at least two weeks in advance with Temple staff in order to ensure that spaces are not double-booked by committees, and to confirm that appropriate custodial or other staff will be on site to open and lock the building(s).
- V. The fifth priority is for Jewish non-profit groups that are not part of the Congregation, including, but not limited to: the Durham-Chapel Hill Federation, Hillel, Hadassah, and the Lerner Jewish Community Day School. Judea Reform Congregation will charge a fee to these groups to cover appropriate custodial service and building use. Such fees are fixed by the Board of Trustees. Meetings held by Jewish non-profit groups must be scheduled at least two weeks in advance with the Executive Director in order to ensure space availability and appropriate staff scheduling to set-up for such meetings, to open, and to lock the building(s).
- VI. The sixth priority is for other non-profit and non-fund raising events by members or non-members. Judea Reform Congregation rents space to non-profit organizations whose values are consonant with the principles of Reform Judaism. The Executive Director should schedule these activities in his or her discretion, in consultation with the Senior Rabbi subject to the fees fixed by the Board.
- VII. The seventh priority is use by non-profit groups for fund-raising activities. Because this use of the building may also imply use of our name, the approval of the Board of Trustees is required.



Space Reservations during Shabbat and Jewish Holidays:

No activities may be scheduled in the temple during Shabbat, Rosh Hashanah, Yom Kippur, Sukkot, Shavuot, or Pesach without the approval of the rabbi. In addition, there may be certain restrictions placed on food brought into the building(s) at certain times of the year in order to help maintain space for ritual use.

Long Term Rental Agreements:

Groups external to Judea Reform Congregation, in line with the priorities outlined above, may seek to enter into a long-term rental agreement with the Congregation. These agreements will be governed as follows:

- I. Long-term rental agreements (where a group wishes to rent space on a regular basis for six months or longer) will be negotiated at the discretion of the President of the Board and will be subject to approval by the Board of Trustees.
- II. The President of the Board, in his/her discretion, may set fees for groups wishing to use space on a long-term basis. Such fees would take into consideration the cost to the congregation to maintain, heat and cool the space, as well as for custodial service.

Fees and Waivers:

- I. The Board of Trustees is authorized to set reasonable fees for use of space, security, and custodial assistance.
- II. Fee schedules are determined on a fiscal year basis.
- III. The Board of Trustees, in its discretion, may choose to waive fees for a group requesting space as a charitable contribution of the Congregation to the group, or in exchange for an in-kind gift (e.g. service requirement, reciprocal use of space, etc.).

Scheduling and Use Policies:

- I. Any group listed above in "Priorities" may schedule the use of synagogue facilities by communicating with either the Administrative Assistant or the Executive Director.
- II. If a fee is to be charged for use of space, the Executive Director must approve the scheduling request and assess the appropriate fee in line with the Board-approved fee schedule.
- III. At the discretion of the Executive Director (depending on the space used and the size of the event), a refundable security deposit may be required, in line with the Board-approved fee schedule. In the event of damage to JRC's property or possessions, a portion of or the entire security deposit may not be refunded.
- IV. Regardless of whether a fee is to be assessed or not, if the scheduled event or program requires custodial staff or other staff to be present to open and lock the building for the event, the Executive Director must approve the scheduling request.
- V. At the discretion of the Executive Director, the group renting space at JRC may be required to hire security personnel. The Executive Director will schedule such security personnel at the renter's expense.



- VI. Requests must be made at least two weeks in advance in order to prevent double-booking of the same space and to enable appropriate staff to be scheduled. Requests made less than two weeks in advance, regardless of the priority of the group, may not be honored.
- VII. The Executive Director has the right to cancel any scheduled event of any group renting space in the event that the space is closed due to inclement weather or catastrophe.
- VIII. The serving of food is subject to the observance of Biblical kashrut (see appendix).
- IX. Groups bringing in outside catering must provide proof of the caterer's liability insurance and proof of workers' compensation insurance to the Executive Director at least one month before the scheduled event. If alcohol is to be served, groups hiring outside catering must provide proof of the caterer's liquor license and liquor liability insurance at least one month before the scheduled event.
- X. The Executive Director has the right to cancel the reservation of any group which has failed to provide proof of caterer liability and worker's compensation insurance (and liquor license/insurance, if applicable). The Executive Director will work with the Building and Grounds Chair where appropriate in regards to cancelling events if proof of insurance is not provided in accordance with the above policy.
- XI. External nonprofits (Jewish and non-Jewish) holding events with expected turnout of 50 or above must provide proof of at least \$1,000,000 of insurance which names Judea Reform Congregation as a beneficiary of the policy for the date(s) of the scheduled event(s) by the group.
- XII. Groups serving alcohol must take strict precautions to guard against serving alcohol to minors. Very small amounts of alcohol for ritual use may be served to minors with the permission of the minor's parent or legal guardian. Otherwise, any event where alcohol is to be served must be staffed appropriately to ensure that minors are not served alcohol.
- XIII. Smoking is not permitted anywhere on synagogue grounds.
- XIV. Open flames (e.g. barbecue grills, flame-throwing entertainers, etc.) are not permitted on synagogue grounds. Tea lights and votives are not permitted at celebrations—any open flames/candles are permitted for ritual use only.
- XV. Synagogue furniture and belongings are not to leave the grounds of the synagogue, except with the express permission of the Executive Director.



Appendix to Building Use Policies: Dietary Restrictions at Judea Reform Congregation

Food brought into Judea Reform Congregation's (JRC's) buildings should adhere to the congregation's dietary policies. Though JRC does not keep a kosher kitchen, there are certain restrictions that members, caterers, and renters should be aware of and must adhere to.

- 1. Pork products are prohibited. This includes, but is not limited to:
 - i. Ham*
 - ii. Pork chops*
 - iii. Pepperoni*
 - iv. Bacon and bacon bits*
 - v. Prosciutto*
 - vi. Pancetta*
 - vii. Sausage**
- 2. Shellfish are prohibited. This includes, but is not limited to:
 - i. Scallops*
 - ii. Shrimp*
 - iii. Lobster*
 - iv. Clams*
 - v. Mussels**
- 3. Meat and milk should not be served in the same dish. They may, however, be served at the same meal, so individuals may choose to pair them. Example: Meat lasagna with cheese is not appropriate; vegetarian lasagna with meatballs on the side is appropriate.*
- 4. During the week before Passover and the eight days of Passover, leavened products are not to be brought on the premises, to allow for proper cleaning of the buildings in preparation of Passover. This includes, but is not limited to:
 - i. Bread & bread products*
 - ii. Pasta & pasta products*
 - iii. Wheat noodles*
 - iv. Crackers*
 - v. Legumes*
 - vi. Rice*
 - vii. Soy and soy products*
 - viii. Beer**