

Facilities Usage Policies

North Shore Congregation Israel is proud of our worship and communal spaces. We offer an array of facilities to our synagogue members and groups and to the broader community for worship, celebration, consolation, study, and assembly. To use our facilities most appropriately, we have created policies to guide our members, guests and staff.

- We welcome our members and their families; community groups and non-members who have made appropriate arrangements with NSCI's Executive Director. Our building can be used for life cycle events (with limitations), community programming, meetings, or celebrations. NSCI reserves the right to determine who may or may not use the facility.
- NSCI has a full service kitchen but we do not cater. You are welcome to use a caterer of your choice as long as the NSCI staff has been informed and approves.
- Vendors wishing to use our facilities must provide a Certificate of Insurance and a damage deposit prior to usage. This includes caterers, DJs, photographers, etc.
- While we are not strictly kosher, we do have a *kashrut* policy that must be adhered to when using our building. We do not allow any *treif*, pork or shellfish. Milk and meat may not be mixed in the same recipe. If you have questions, NSCI staff will be happy to explain.
- Flash photography is not allowed in any worship service. Non-flash photography and videography are permitted within specific guidelines.
- Flowers and decorations are welcomed, as long as they are safe and do not cause damage or require significant clean-up.
- Smoking, firearms and other weapons are prohibited.
- NSCI allows wine and other alcoholic beverages but party hosts must ensure that they will not be consumed in excess or be available to minors. Generally we follow all restrictions established by the Village of Glencoe. For further details, please contact the Executive Director to arrange for the safe consumption of alcoholic beverages.

When planning your event, keep in mind the following requirements:

- A signed contract and full final payment
- Certificates of Insurance from all vendors
- Signed Vendor agreement forms and damage deposits if applicable
- Details on deliveries, vendor timing and any special needs
- A walk through of the synagogue with Jacki Sundheim to ensure mutual understanding of the plans and NSCI's policies

For a copy of NSCI's full Facilities Usage Policy, please contact Jacki Sundheim, jackis@nsci.org or 847-835-0724.