

**THE TEMPLE  
HOUSE RULES AND POLICIES**

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The purpose of these House Rules is to communicate as clearly as possible the types of services The Temple can provide to congregants and others who use our facilities, and to provide guidelines for use of the facilities. Since many events are scheduled at The Temple using many rooms and services, it is our hope that these guidelines will clarify responsibilities of users at The Temple. If at any time clarification is required, please don't hesitate to contact The Temple.

The Temple is the spiritual home of the congregation. Members are welcome to use its facilities in accordance with its traditions. Facilities may also be made available for civic and philanthropic purposes, or other uses consistent with the Temple's Vision and Values. In all cases, the user will be expected to pay fees according to the application for use of facilities.

**A. ADMINISTRATIVE**

1. Priority for the use of The Temple facilities will be given to members in good standing (i.e., current in all Temple obligations at the time of the request and time of the event, hereinafter "Member" or "Members") and to Temple organizations.
2. Any event including Temple meetings, functions, affairs, etc., including those of Temple organizations, must be booked and cleared in advance through The Temple office. The Executive Director or his/her designee has exclusive authority to schedule the use of The Temple facilities.
3. Any caterer or self-caterers must conform to all provisions of the Catering/Service Provider Agreement except by permission of the Executive Director. This includes: securing and submitting copies of all permits and licenses and liability insurance, following The Temple food policy, payment of fees, usage and clean-up of facilities, and payment of damage deposit, if applicable. All applicable items must be submitted no later than 90 days prior to the event. Failure to submit any such items shall result in the event being cancelled and the renter will be notified.
4. An Application for Use of Facilities form ("Facilities Use") must be completed for each event.
5. The Facilities Use form and a deposit must be received by The Temple with the Application and the balance of all fees must be received by The Temple at least 90 days prior to the event or The Temple reserves the right to cancel the reservation.
6. The use of The Temple facilities for all activities, including fund raising activities, whether by in-house or out-of-house groups, is subject to the rules and guidelines adopted by the Board of Trustees. The Executive Director has final approval for scheduling and use of the facilities.
7. The Senior Rabbi of The Temple must approve the participation of a visiting Rabbi or other clergy person in any program or function held at any The Temple facility.

8. Facilities not included in the Facilities Use form must not be entered except for adjacent corridors and lavatory facilities. Guests and/or members must not occupy any part of the building not connected with the function or enter the Sanctuary when such entry is not clearly indicated by the nature of the event. Everyone using The Temple's premises must observe the rules of ordinary decorum and their manner of dress and behavior must at all times respect the fact that they are using the facilities of The Temple.

9. The use of The Temple facilities is limited to the time designated in the Application and Agreement for Use of Facilities form. Events scheduled by The Temple office are coordinated to ensure proper takedown and setup time between events as well as coordination of rooms needed. Afternoon functions must conclude by 5:00 pm unless special arrangements are made and approved. Evening functions must begin no earlier than 7:00 pm and conclude no later than 12:00 midnight. Members may make a request for special arrangements to the Executive Director or his/her designee in advance, which may be approved by the Executive Director or his/her designee in his or her sole discretion.

10. Deliveries to the building must be coordinated with the Executive Director or his/her designee.

11. A representative or employee of The Temple must always be present when the building is open for formal business. The custodial staff or representative is responsible for making certain that the premises are secure upon closing of the facility.

12. Equipment brought in for a meeting or function must be delivered the day of the event and removed immediately after same. Members may make a request for special arrangements to the Executive Director or his/her designee in advance, which may be approved by the Executive Director or his/her designee in his or her sole discretion.

13. The Temple assumes no liability or responsibility for loss or damage to any wearing apparel, equipment or other property brought into the building, including items placed in cloakrooms. In no event shall The Temple be liable for damages due to failure of gas, electric, heat, water, or air conditioning due to strikes, fires, explosions, floods, acts of God or any other cause reasonably beyond its control.

14. The individual or organization using the facilities is responsible for all loss, liability or damage to The Temple property caused by such use.

15. Smoking, including vaping or the use of e-cigarettes, is not permitted at any time in any part of the facilities or grounds.

16. Gambling or other games of chance are not permitted.

**B. SAFETY**

1. The cost of Security, as may be determined by the Temple according to its specifications for the event, is the responsibility of the Applicant.

2. All exit doors, hallways and stairwells must remain clear and unobstructed.

3. All laws and regulations, particularly those with reference to safety and/or fire as established by the City of Atlanta, Fulton County, and any other lawful authority, are strictly enforced at all times.

4. Proper adult supervision and additional security personnel must be present for a youth function, i.e., Bar/Bat Mitzvah, parties, etc.

### **C. HOUSEKEEPING RULES**

1. Because of the extensive use of our facilities, it is not possible to set up prior to the date of a function. All deliveries of flowers, decorations, equipment and food must be scheduled by the Executive Director or his/her designee.

2. Use of the kitchen includes the use of (1) the kitchen space and counter surfaces and (2) appliances, including half of the walk in refrigerator. Members may use The Temple's dishware, including plates, silverware and glassware. Use of the kitchen does not include The Temple's pots, pans, cookware or table linens. Requests to use any kitchen or kitchen related items not otherwise approved may be made to the Executive Director or his/her designee in advance, which may be approved by the Executive Director or his/her designee in his or her sole discretion.

3. Users of The Temple facilities and their contracted third parties – including caterers, florists, decorators, or others – are required to engage in cleanup and removal at the conclusion of any function. This includes (1) a thorough cleaning of all kitchen equipment and surfaces, (2) sweeping and mopping of the kitchen space, (3) straightening up of the rental area or any other spaces utilized during the function, (4) immediate removal of all garbage, rubbish, food, bottles and trash to the designated dumpster (unless otherwise contracted), and (5) removal of any items brought onto the premises – decorations, floral arrangements, kitchen equipment, surplus food or alcohol, etc.

4. For use of The Temple facilities by anyone other than a Member, there is a damage deposit of \$750 payable with the Application and Agreement for Use of Facilities to cover any damage or unusual cleanup required by such use. In the absence of any damage or cleanup or removal required by The Temple, the deposit, minus any such charges as may be applicable, will be returned within ten (10) days after the event. If The Temple is required to engage in cleanup or removal as a consequence of a violation of these rules, the minimum charge to the applicant/user of the facilities is \$500 per hour, which will be deducted from any deposit as may be applicable, with any overage payable within ten (10) days following the function. Members must pay any such charges within ten (10) days of the function, or membership privileges may be suspended.

5. Caterers, florists and decorators may not stay beyond 2:00 am at any function in order to comply with these rules. Violations will result in a penalty charge of \$500 per hour due from the individual or organization using the facilities.

6. All housekeeping rules for caterers, florists and decorators apply to self-catered functions.
7. The Temple staff will set up tables, chairs, and risers according to a diagram submitted 72 hours in advance of the rental.
8. Only authorized persons are permitted to use the kitchen and its equipment.
9. Any items brought in for the event not immediately removed by the individual or organization from The Temple premises immediately following the function will be disposed of by The Temple custodial staff at the expense of the individual or organization using the facilities.
10. Caterers and employees shall wear appropriate attire when working.

**D. RULES AND REGULATIONS GOVERNING FOOD AND BEVERAGES**

1. The Temple is a proud Reform Jewish congregation. As such, we take seriously our commitment to exploring our tradition anew in each generation, continuing the reforms that started in the desert thousands of years ago.

We simultaneously honor communal Jewish traditions, values, and practices, while respecting personal autonomy.

These Rules and Regulations provide a structure that will guide the use of The Temple's facilities for functions at The Temple but does not presume to dictate a home or personal practice for Members.

While this statement of guidelines may not establish a level of *kashrut* (Jewish religious observance) that is sufficient for all, it is one that honors the values and traditions of Judaism, allowing all who attend events at The Temple a level of comfort, and falls respectfully within the continuum for the Reform Jewish Movement.

It is our hope that these guidelines and values will open doors for our community, confirming The Temple as the progressive Jewish center in Atlanta for life-long Jewish learning, spiritual growth, and the fostering of relationships.

**For All Events:**

No pork or pork products (bacon, ham, sausage, etc.) may be brought into The Temple.

No shellfish (shrimp, lobster, crab, scallop, etc.) may be brought into The Temple.

When alcoholic beverages are served, non-alcoholic beverages must be made available and clearly marked. For sacramental purposes, on the pulpit (Kiddush, baby naming, etc.), only grape juice will be used. Wine is permitted in the Sanctuary for wedding ceremonies only.

### **Meat and Dairy:**

**At all Temple events and Temple-Sponsored Events:** *Seated* events will be designated as *either* meat *or* dairy. Meat and dairy will not be served at the same meal.

For *buffet* events, there shall be either: one singular buffet (meat or dairy) or two separate buffets, one marked meat and the other marked dairy. Fish can be served with both meat and dairy.

**B'nei Mitzvah and luncheons with Outside Vendors:** It is strongly recommended, but not required, that lunches served at The Temple with outside vendors should be designated as *either* meat or dairy. Fish can be served with both meat and dairy. *B'nei Mitzvah* lunches are open to all Members of the community who choose to worship with us. The meal should be as welcoming and inclusive as possible.

**Pot luck meals at The Temple or Sponsored by The Temple:** All pot-luck meals sponsored by The Temple (whether in the building or at an outside location) shall be designated as *either* meat *or* dairy. Fish can be served at both meat and dairy pot-lucks.

**Private (seated) Lunches or Dinners At Temple with Outside Vendors:** It is recommended, but not required, that meat and dairy *not* be served together on the same plate.

### **Passover Guidelines (applicable to all events):**

During the seven-day festival of Passover (according to the Reform calendar), leavened products are not permitted in The Temple. This includes, but is not limited to: bread, bread products, pasta, pasta products, wheat noodles, cereal, crackers, pretzels, legumes, rice, soy, soy products, and beer. The following grains are prohibited: wheat, rye, oats, barley, and spelt.

Temple events that are held on the eighth day of Passover can have bread products, since the holiday is over according to the Reform calendar. However, matzah should be made available for those still observing the festival.

2. No food or drinks shall be permitted in the Sanctuary, Chapel, hallways or on the sidewalks, except otherwise provided for herein.

3. Alcoholic beverages may be served on The Temple premises, except that persons under 21 years of age shall not serve or consume alcoholic beverages. The individual or organization sponsoring an event at which alcoholic beverages are served shall be fully responsible for assuring that attendees drink responsibly and must maintain a valid liquor license in accordance with all legal requirements. In the event alcohol is served on The Temple property, security is required and must meet The Temple specifications.

## **E. RULES AND REGULATIONS GOVERNING DECORATIONS**

1. Decorations are restricted to the rental area.

2. The use of rice, bird seed and confetti are prohibited in The Temple and on the grounds.

3. Decorations of any sort shall not be attached, by any means, to the ceiling or light fixtures. Decorations shall not be pinned, nailed, stapled, taped or attached in any way to any part of The Temple building (walls, doors, drapes, pews, furniture, etc.). Staples shall not be used on The Temple tables, chairs or other property. All decorative materials must be fireproof. The fire extinguisher and exits must not be closed off.
4. No decorative candles are allowed in the Sanctuary or Chapel.
5. No confetti guns, sparklers or fog machines are allowed.
6. All decorations must be delivered and removed in accordance with Section C of these Rules.

**F. RULES AND REGULATIONS GOVERNING PHOTOGRAPHERS, VIDEO OPERATORS, FLORISTS, AND SOUND SYSTEMS**

1. No outside sound system components may be attached in any manner to The Temple's sound system. All outside systems must be self contained. Use of The Temple's sound system is permitted, but no warranties or representations are made by The Temple regarding the condition of the sound system or its suitability for any purpose. The Temple is not responsible for any malfunction or other inability to use the sound system during any event.
2. The florist is responsible for removal of all flowers, runners, stands, etc. Nothing may be fastened to the walls, doors, windows, pews, furniture or furnishings.
3. The cornucopias in the Sanctuary must not to be removed or relocated on the Bema. If the plaster cornucopias in the Sanctuary are to be used, floral arrangements MUST be in leak-proof plastic pots or inside a plastic liner. Florists must be with a Temple staff member when placing arrangements in the cornucopia urns.
4. Only runner tape and gaffers tape may be used to adhere items to floors.
5. At the conclusion of each function, florists and decorators must thoroughly clean all affected areas after dismantling of floral fixtures and decorations, and all flowers, decorations and related refuse must be removed from the premises immediately after each function.
6. Under no circumstances is the re-arrangement of The Temple furnishings permitted unless previously arranged and approved by the Executive Director or his/her designee.
7. Videorecording in the Sanctuary is permitted only from the balcony of the Sanctuary, or in the rear of the chapel.
8. If videorecording is to be done, the videographer must contact the Executive Director or his/her designee in advance concerning the placement of cameras and microphones.
9. No photography may be used during a religious ceremony on Shabbat and Holy Days.

10. For weddings, a photographer may only photograph the procession as it enters the Sanctuary or Chapel and may photograph the recession. The photographer must be positioned in such manner as not to disturb the service. Other wedding photography is subject to the guidelines of the officiating clergy.

11. Photographs of the Bar/Bat Mitzvah must be scheduled either after the dress rehearsal or in the morning prior to the event. The Rabbi and/or Cantor must be notified in advance when the photographer will be present so that the schedule can be planned accordingly.

12. The Temple reserves the right to deny the playing of music that it or its representatives deem inconsistent with The Temple's Vision and Values, as determined in the discretion of the Executive Director or his/her designee.

**G. BAR/BAT MITZVAH GUIDELINES**

1. DATE ASSIGNMENT: In case of a date with more than one Bar or Bat Mitzvah (including both the morning service and mincha afternoon service) for the 2020 calendar year, and in future years, immediately following the initial general date assignment in January, each family shall have 60 days from the date of the written assignment notice to submit a reservation request for Schwartz-Goldstein Hall for either a Luncheon Reception (for the morning service families) or an evening event (or both for a morning service family). If both morning service families seek to reserve a Luncheon Reception, the families must share and coordinate the reception. If an additional Bar or Bat Mitzvah family is added to an existing scheduled morning date more than 1 year from the event, the added Bar or Bat Mitzvah family shall have the right to share Schwartz-Goldstein Hall for a Luncheon Reception with any previously scheduled Bar or Bat Mitzvah family.

*In the event more than one family (from any service) seeks to reserve an evening event during the 60-day period, they shall be treated equally and then there shall be a random drawing to select one of the requesting families.* If no family seeks to reserve during the 60-day period, then the first reservation after the 60-day period shall be selected. The past option of an Extended Luncheon (until 5pm) will no longer be available (except as previously reserved prior to 2017).

2. The facility deposit rules in Section I apply, including the Section I.5 requirement of a deposit paid with the Application. Multiple families are always free to work out an arrangement whereby they co-host a single event without regard to who first submitted an Application. The member fees for a co-hosted event shall be equally divided between the multiple families, unless otherwise agreed to by the families and communicated to The Temple in writing.

3. Proper adult supervision and additional security personnel must be present for a youth function, i.e., Bar/Bat Mitzvah, parties, etc.

**H. WEDDING GUIDELINES**

1. If flowers are being delivered by a florist, arrangements must be made in advance with the Executive Director or his/her designee to make sure The Temple is open at the desired time of delivery and to coordinate any other activities that may be scheduled. If the plaster cornucopias in the Sanctuary are to be used, floral arrangements MUST be in leak-proof plastic



pots or inside a plastic liner. Florists must be with a Temple staff member when placing arrangements in the cornucopia urns. If you plan to use a chupa, some are available at The Temple from which to choose. The florist is responsible for set up and and clean up of chupa and flowers. Please give your florist this information.

2. The Temple has a list of professional bridal consultants who are or may be familiar with The Temple's etiquette and wedding procedures that can be supplied upon request. The Temple makes no warranties or representations regarding any such consultants, and financial arrangements must be made directly with the consultant.

3. The Temple has a list of organists, pianists, or other instrumentalists that can be supplied upon request. For all inquiries about wedding ceremony music, please consult with the Cantor at 404-873-1731 x 1143. The Temple makes no warranties or representations regarding any such musicians, and financial arrangements must be made directly with the musicians.

4. A rehearsal for the wedding party and the wedding coordinator, as may be applicable, is suggested and must be arranged through The Temple to coordinate with any other activities that may be scheduled. Officiating clergy do not attend rehearsals. Rehearsals for Saturday weddings usually occur on the Friday before the ceremony. Rehearsals for Sunday weddings usually occur on the Friday before the ceremony or at 1:00 PM on that Saturday. Saturday rehearsals must end at 2:00 PM.

7. A kiddush cup is used during the ceremony. If you wish to keep the cup, you are asked to bring your own cup and wine.

8. Breaking the glass is permitted as part of the ceremony. The Temple will provide this item upon request.

9. If rose petals or sparklers are to be showered, this must be done outside The Temple building only.

#### **I. ARRANGEMENTS FOR RENTAL OF TEMPLE FACILITIES**

1. Reservations for use of a facility for non-member functions shall not be confirmed until ten (10) months prior to the date of the function to permit Members the opportunity to schedule events.

2. The Temple has sole discretion as to the number and type of functions held on any given day.

3. Reservations are not confirmed until the following have been completed and returned:

a. A signed Application and Agreement for Use of Facilities

b. Receipt of 50% of the room charges and the \$750 damage deposit.

c. A meeting between the Applicant, facility coordinator and Executive Director or his/her designee has occurred not less than 45 days prior to the event.

4. The balance of all fees must be paid no later than 90 days prior to the event.
5. Cancellations will be handled as follows:
  - a. Six months or more prior to the event will be entitled to a full refund.
  - b. Between six months and thirty days prior to the event will forfeit the 50% deposit.
  - c. Less than 30 days prior to the event will receive no refund of the deposit.
6. The names of the caterer, florist, decorator, photographer, musical group and video operator must be given to The Temple office 45 days prior to the event. All applicable items (provisions of the Catering Service Provider Agreement) must be submitted no later than 90 days prior to the event. Failure to submit will cause event to be cancelled and the renter will be notified.

**J. INSURANCE**

1. All caterers who use the facilities must:
  - a. Maintain at its own expense and keep in effect during the full installation, operating and dismantling periods in which the privileges are granted, a policy or policies of Public Liability and Liquor Liability Insurance in which the Caterer and The Temple shall be named as additional insureds with minimum policy limits of \$1,000,000 for bodily injury (including death), theft and for property damage occurring in the course of the exercise of the privileges granted herein; for liability purposes, the facility used shall include all parts of The Temple.
  - b. Indemnify and hold The Temple harmless from all claims, suits, liabilities or causes of action whatsoever.
  - c. Defend, indemnify and hold harmless The Temple from all claims, suits, actions or liabilities growing out of injuries to person (including death), theft and damage to property arising out of the event or activity.
  - d. Maintain workers' compensation insurance coverage in a form approved by The Temple during the course of or as a result of the exercise of the privileges granted.
  - e. Provide all certificates evidencing such policies of insurance must be in the possession of The Temple no later than 90 days prior to the use of the facility. Failure to do so will result in user being refused admittance to The Temple and being denied the privileges of using the facility.
  - f. Provide a ServSafe certification and all food service permits issued by any applicable county in the State of Georgia at least 30 days prior to any event. Failure to

do so will result in user being refused admittance to The Temple and being denied the privileges of using the facility.

2. Florists, decorators, musicians, photographers and video operators must place on file with The Temple no later than thirty (30) days in advance of the use of the facility a copy of their business license and insurance certificates showing coverage for Worker's Compensation and public liability in the form required for caterers except that the minimum policy limits shall be \$500,000 for bodily injury (including death), theft and property damage. The Temple must also be named as an additional insured.

3. When the facilities of The Temple are rented for a self-catered function by a Member, the Member shall provide The Temple with certificates of insurance or copies of homeowner's policies including Host Liquor Liability, with minimum policy limits of \$1,000,000, no later than thirty (30) days prior to the date of the function. The insurance requirements for caterers shall apply to non-member's use of the facilities. Anyone holding events where services are rendered by any person, firm or organization other than employees of The Temple, must provide the Executive Director or his/her designee with certificates of insurance for those rendering services showing liability and worker's compensation coverage at least thirty (30) days in advance of the function. In no event shall The Temple be liable for any loss, liability or damage caused by individuals holding functions at The Temple or caused by their guests, or by persons, firms or organizations which render services for them.

4. If circumstances warrant, The Temple reserves the right to deny usage or to require modifications to any event planned for reasons of health, safety or failure to comply with the rules and regulations of The Temple. The Executive Director or his/her designee are empowered to act for The Temple in requiring modifications to a planned event.

**K. HOLD HARMLESS AGREEMENT**

Individuals and organizations holding events at The Temple's facilities agree to indemnify and hold The Temple, its officers, trustee, employees and agents harmless from all claims, suits, liabilities or causes of action whatsoever other than from The Temple's sole negligence. Individuals and organizations holding events at The Temple's facilities further agree to be responsible for any and all damage to The Temple's buildings, facilities or equipment and agree to indemnify and hold harmless The Temple from any and all claims for loss, injury or damage to any person or property while on The Temple's premises, arising out of the acts or omissions of any person attending any such event or function, including but not limited to guests, invitees, contractors and service providers. Individuals and organizations holding events at The Temple's facilities further agree to indemnify, defend and hold harmless The Temple from any and all liabilities arising from the service of food and/or alcoholic beverages to guests and invitees of any such event or function, including but not limited to Members, whether such liabilities arise from an occurrence on or off The Temple's facilities.

**L. LIMITATION OF LIABILITY**

**THE LIABILITY OF THE TEMPLE, ITS OFFICERS, EMPLOYEES AND AGENTS TO INDIVIDUALS AND ORGANIZATIONS HOLDING EVENTS AT THE TEMPLE FOR ANY**

**REASON AND UPON ANY CAUSE OF ACTION RELATED TO THE EVENT WHETHER IN TORT OR IN CONTRACT OR OTHERWISE IS LIMITED TO THE LESSER OF ANY ACTUAL DAMAGES INCURRED OR THE AMOUNT PAID BY THE INDIVIDUAL OR ORGANIZATION TO THE TEMPLE FOR THE USE OF THE TEMPLE'S FACILITIES.**

ACCEPTED AND AGREED TO BY:

By: \_\_\_\_\_  
Print Name and Title

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature