

Jewish Reconstructionist Congregation

Guide to Use of our Synagogue

Welcome to the Jewish Reconstructionist Congregation, our synagogue and spiritual home. JRC is a community of Reconstructionist Jews living in two civilizations. Our synagogue is a place for worship, study and celebration. Guided by the sacred Jewish value of Bal Tashchit (do not waste) we have built and strive to live in our synagogue in the most environmentally sustainable manner. In this Guide, you will find policies and information relating to the use of our building for worship, learning, the celebration of simchas, worthwhile community purposes and other events.

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**Jewish Reconstructionist Congregation
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Jewish Reconstructionist Congregation

Statement of principles regarding use of our Synagogue

“God knows that the best synagogue
is the human heart”

Hasidic saying

Our synagogue is the spiritual home of a community of Reconstructionist Jews living in two civilizations. It is our place for worship and study. Some areas of the building may only be used for religious purposes, some spaces may also be used as secular spaces, but any use of our synagogue must always be appropriate to its character and guided by the following sacred Jewish values:

Bal Tashchit, *Do Not Waste or Destroy*: We take seriously our responsibility not to waste, destroy or squander the Earth’s limited resources.

Hachnasat Orchim, *Welcoming Guests*: It is a mitzvah to welcome guests into our home.

Kavod Michpacha, *Honoring Family*: We value the honoring of our members’ extended families.

Kavanah, *Intention*: We value mindfulness and intention during our prayer services.

Kedusha, *Holiness*: We seek to create a meaningful division between mundane and sacred activities.

Kedushat Shabbat, *The Holiness of Shabbat*: We seek to make our home a sacred Shabbat space.

Kehillah, *Community*: We value our collective life as a congregational community.

Klal Yisrael, *The Togetherness of Israel*: Our home and communal practices reflect and connect us to our tradition and to Jews throughout the world.

Limud, Learning: We value Jewish learning as a means toward spiritual growth and communal connection.

Living in Two Civilizations: As Reconstructionist Jews we understand that we live in both American and Jewish civilizations - and that the values of each support and strengthen our identity as Jewish Americans.

Minchagei Yisrael, Customs of Israel: We value Jewish customs, which connect us to our tradition, our culture, our history and our Jewish community.

Shabbat Menuchah, Shabbat Rest and Renewal: We step back from consumerism and consumption to make space for contemplation and healing.

Shalom B'bayit, Peace of the Home: We live together in our spiritual home in a spirit of mutual respect and cooperation.

Simcha, Joy and Celebration: We come together to share joy in our communal celebrations.

Tikkun Olam, Repair of the World: We are committed to creating a just world and supporting others in this mission.

Tzedakah, Righteousness: We share our resources to make the world more equitable.

Tzniut, Modesty: We value respectful behavior, language and attire in our synagogue.

Zicharon, Memory: We regard the memories of significant times in our lives to be sacred and holy.

Our "Green" Synagogue

"The Earth is the Lord's, and everything in it,
the world, and all who live in it"
(Psalms 24:1)

As the Torah teaches us, a sacred community is ultimately defined not just by its philosophy, but also by its actions. Guided by the Jewish value of *Bal Tashchit*, we have built and strive to live in our synagogue in the most environmentally sustainable manner possible.

JRC will be awarded one of the two highest levels of environmental design certification by the U.S. Green Building Council. The plan to build a new "green" synagogue required careful consideration of sustainable strategies, and a comprehensive, holistic approach to the building design. The design included sustainable materials such as fly ash concrete, wood, and glass, and strategies such as light harvesting and water conservation. The synagogue building maximizes the latest in technological and design advances to minimize the use of depletable resources. The heating, cooling, lighting and water systems are all designed to contribute to "green" living.

Our Environmentally Preferred Simcha Plan offers guidance in the use of reusable and/or recycled products, minimal packaging and fair trade/organic food at religious, social and other events at JRC.

Importantly, these guidelines are an opportunity to educate congregants and guests about the Jewish values that are at the heart of our JRC community, and to live as stewards of the earth.

Priority for use of our synagogue

"Welcome everyone with joy"
Pirke Avot

Our synagogue's primary purpose is as a house of worship, study and celebration. Any event held at JRC should be conducted in a manner that affirms our synagogue's dignity and does not conflict with our congregation's

values and the spirit of Reconstructionist Judaism. No events may be held which might impugn the good reputation of our synagogue and congregational community, or jeopardize its status as a tax-exempt religious institution.

Our Rabbi, Cantor and/or a minyan of our members lead religious ceremonies in our synagogue. Participation by outside clergy must be approved by our Rabbi.

Members in good standing are those who have paid their dues, religious school tuition (if applicable) and other obligations for the past and current fiscal year or have made approved financial arrangements. JRC will not accept an application for use of our synagogue from a member who is not in good standing. Members not in good standing 30 days before the event will have their event cancelled and will forfeit all fees paid.

Application to use our synagogue facilities should be made to the Executive Director, who will consult, as necessary, with our clergy and Board of Directors. All Contracts and insurance certificates must be executed and in place and all fees paid 30 days before the event. The final decision on use rests with the Executive Director, in consultation, as necessary, with our Clergy and the Board of Directors.

Priority for use of our synagogue takes the following order:

1. Shabbat, holidays and other congregational events take first priority for use of all areas in our synagogue (*Kedusha Shabbat, Kehillah*).
2. B'nai Mitzvah of members in good standing and their children. Generally, a student must complete a minimum of 2 years of JRC religious school before the year in which the Bar or Bat Mitzvah service takes place. Other arrangements are possible, at the discretion of the Religious School Director and our clergy. Members in good standing have the right of first refusal for use of our synagogue during the weekend of the Bar/Bat Mitzvah. It is the member's responsibility to reserve the space a minimum of 18 months before the event, submit the application, sign the contract and make the required deposit. Space will not be held if the proper documents and deposit are not timely received. (*Hachnasat Orchim, Kehillah, Simcha*).
3. Life cycle events of members in good standing. Additional life cycle events are weddings of members and their children; funerals of members,

their parents and children; Brit Millah and baby namings of children and grandchildren; and other milestone events (*Kavod Michpacha, Kehillah, Simcha, Zicharon*).

4. Other JRC synagogue groups and committees. With the exception of annually held fundraisers and regularly held meetings/events of standing committees, fundraisers and other events held by JRC groups and committees must have the approval of the Board of Directors (*Kehillah, Klal Yisrael, Limud, Tikkun Olam, Tzedakah*).

5. Member non-life cycle events. Examples of non life cycle events include birthdays, baby showers and book signings. For purely profit making occasions, please see #9

6. Not-for-profit organizations and groups. Events that JRC wishes to co-sponsor, especially those of particular interest to our congregation and the wider Jewish community, must have the approval of the Board of Directors (*Limud, Tikkun Olam*).

7. Worthwhile community purposes. Fundraisers and other events for non-profit organizations must not identify their cause with our synagogue or imply that our synagogue is a sponsor or supporter of their cause. The event may not conflict with our congregation's values and the spirit of Reconstructionist Judaism. No events may be held which might, in the sole judgment of JRC and its Board of Directors, impugn the good reputation of our synagogue and congregational community or jeopardize its status as a tax exempt religious institution. Fees for these events, if any, are set at the discretion of the Executive Director (*Limud, Living in Two Civilizations, Tikkun Olam*).

8. Public policy and community interest forums. Our synagogue is available for community purposes, such as forums on public policy issues. Public policy forums/debates may only be held if JRC sponsors the event and it is made clear that JRC is non-partisan on the issues and has not made any direct or indirect contribution to any candidate or cause. Opposing points of view must be represented. Groups that espouse a political position must not identify that position with JRC. The event may not conflict with our congregation's values or the spirit of Reconstructionist Judaism. No events may be held which might impugn, in the sole judgment of JRC and its Board

of Directors, the good reputation of our synagogue and congregational community or jeopardize its status as a tax-exempt religious institution. Fees for these events, if any, are set at the discretion of the Executive Director (*Limud, Living in Two Civilizations, Tikkun Olam*).

9. Non members and organizations, and commercial use by members. JRC may rent certain areas to individuals and commercial organizations, subject to the review and approval of the Executive Director, in consultation with our clergy and the Board of Directors. Rental must not conflict with our congregation's values and the spirit of Reconstructionist Judaism. No events may be held which might impugn, in the sole judgment of JRC and its Board of Directors, the good reputation of our synagogue and congregational community or jeopardize its status as a tax-exempt religious institution.

Available Facilities

Use of our synagogue is based on proposed use, number of guests, the appropriateness of the event to the space requested, demands on the JRC staff, conflicts with other events and other relevant considerations. The final decision rests with the Executive Director, in consultation, as necessary, with our Clergy and the Board of Directors (*Hachnasat Orchim, Kavod Michpacha, Kedusha Shabbat, Kehillah, Simcha*).

The following facilities may be available, subject to the terms and conditions contained in this manual. All are handicapped accessible and smoke-free.

The Sanctuary/Social Hall

Our Sanctuary/Social Hall is located on the third floor. It is reached by a formal stairway. There are elevators but they are not intended to be used by all participants in an event, nor are they adequate to do so. The Bimah is located at the eastern end of the Sanctuary/Social Hall. The room can be divided by a moveable wall into separate worship, meeting and/or dining spaces. When the wall is open the Sanctuary seats 550 people auditorium style. When the wall is closed the Sanctuary seats 300 people. The Social Hall seats 350 people at a sit down meal when the wall is open. This number is reduced to about 300 people if there are buffet, beverage stations and/or a dance area. The reception area outside of the Sanctuary/Social Hall

can accommodate 75 standing people and may be used for onegs/kiddush and for beverages and passed food in the interim period between services and the start of an event in the Social Hall. Coat closets are located on all three floors of the synagogue.

The Chapel

Our Chapel is located on the ground floor of our synagogue and is used by our minyan on most Shabbat mornings. It accommodates 100 people seated auditorium style. A reception area is adjacent to the Chapel where coffee and light food may be served buffet style. A small, private outdoor terrace is also adjacent.

The Library

The Library is located on the second floor. It contains our collection of Jewish books and periodicals, seating and wireless Internet service. Food and drink are not allowed in the Library.

The Religious School

The Religious School classrooms are on the second floor. Two of the classrooms can be combined to seat 30 people, conference style.

The Early Childhood Center and Playground

The JRC Early Childhood Center is licensed by the Illinois Department of Children and Family Services. There are three classrooms, a 1200 square foot large motor room and an outdoor playground. The classrooms and playground are available for quiet time during services. Parental supervision of children attending events at JRC is required at all times. A chaperone hired by JRC and paid for by the member/group is required for every 25 children present. The chaperone is not a babysitter.

The Early Childhood Center and Playground may be rented for birthday parties and for quiet time during events. Adult supervision is required at all times. Please see the section on security and the fee schedule.

The Youth Lounge

Our Youth Lounge is on the second floor. It is available for JRC Youth

Group meetings only and is not to be used by guests during life cycle events.

The Main Kitchen

The Main Kitchen is adjacent to the Sanctuary/Social Hall and is described in detail in the Kitchen Policies section of this Guide. It may be used for congregational events or in conjunction with a catered event held in our Social Hall. Our kitchen may also be available for cooking classes or other uses, subject to the approval of the Executive Director, if all Kashrut and JRC policies are followed. Reconstructionist Judaism views Kashrut as a vehicle for transmitting Jewish values and respect for tradition. Please refer to the JRC Kashrut Policy pamphlet and the kitchen use and security sections of this Guide for details.

The Small Kitchen

The Small Kitchen is located on the first floor, adjacent to the Chapel and is described in detail in the Kitchen Policies section of this Guide. It may be used for congregational events or in conjunction with an oneg/kiddush after services in our Chapel. Use by outside groups is at the discretion of the Executive Director.

Hours of Use

Sanctuary/Social Hall/Chapel daytime functions must end by 4:00 p.m. (including cleaning). Evening functions must end by 1:00 a.m. (including cleaning). Longer usage at any time will incur extra hours fees and may incur penalty fees, which are listed on our Fee Schedule and which the member/group agrees to pay by execution of the rental contract.

The combined religious school classroom is generally available between 9:00 a.m. and 5:00 p.m. on Monday and Wednesday, between 9:00 a.m. and 2:00 p.m. on Tuesday and Thursday, Monday through Thursday evenings from 7:00 p.m. to 10:00 p.m. and from 3:00 p.m. to Midnight on Sundays. Longer usage at any time will incur extra hours fees and penalty fees, which are listed in our Fee Schedule and which the member/group agrees to pay by execution of the usage contract.

For the purpose of scheduling other events and uses, such as rehearsals and photos, regular building hours are Monday to Thursday

9:00 a.m. to 5:00 p.m. and Friday 9:00 a.m. to 12:00 p.m.

In order to use our resources wisely and conserve energy, JRC committees and groups should consider scheduling meetings and events to maximize the efficient use of the building.

Reservations

A calendar of all events at JRC is maintained by our Executive Director. Requests for reservations must be made on the appropriate application form and deposits received before the reservations will be held. B'nai Mitzvah families have the right of first refusal for building usage the weekend of their simcha, if they complete rental applications and pay deposits no less than 18 months prior to the event. For other events, rental applications for use of the Sanctuary/Social Hall, with appropriate deposits, should be filed no more than 18 months or less than 30 days from the date of the event. Requests for other spaces should be filed no less than 30 days from the date of the event. Requests will be considered based on use and other considerations as outlined in the Guide and the decision of the Executive Director is final.

Parking

Parking for most events can be found in JRC's parking lot and on the adjacent streets. Overflow parking for larger events can be found across Dodge Ave. in the parking lot of the Levy Center. The drop off lane and handicapped parking spots must not be blocked. Please remind guests, especially those with children, to pay special attention while crossing the street. It is especially important not to stop and drop off guests on Mulford St. while facing east because this clogs traffic and is a safety hazard to guests.

Shabbat Policies

“On Shabbat we turn from the world of creation
to the creation of the world”

Abraham Joshua Heschel

Shabbat is a day of holiness, rest and renewal. In the synagogue it is

the day when our congregation comes together as a community to worship, study, connect to our faith and tradition, and celebrate simchas.

Our synagogue is used on Shabbat and holidays for religious functions, related social activities and Jewish cultural purposes. The entire congregation is invited to and should be made to feel welcome at all services and included in all onegs (*Kehillah*). B'nai Mitzvah families are required to provide and set up a congregational Shabbat oneg of challah, wine and juice.

In keeping with the spirit of Shabbat, no business is to be conducted in our synagogue or on its grounds (*Kedushat Shabbat*).

Members are welcomed and encouraged to celebrate family simchas at JRC on Shabbat. Music, photography and decorations are allowed when kept in the spirit of Shabbat and Jewish values as outlined below:

Music

“Music washes away from the soul the dust of everyday life”

Berthold Auerbach

Live musicians and disc jockeys are permitted to perform on Shabbat, holidays and at other synagogue functions and simchas. (*Shalom Bayit, Simcha, Kavod Mishpachah, Hachnasat Orchim*)

Congregants are encouraged to hire musicians/disc jockeys who will give special consideration to Jewish music of all kinds (klezmer, jazz, etc.) especially during simchas which take place on Shabbat (*Minchagei Yisrael, Kedushat Shalom, Klal Yisrael*). Please feel free to contact our cantor, who is a knowledgeable source of information on Jewish music.

Amplified music must not be played so loudly that it can be heard throughout the building or overly inhibit the conversation of guests. (*Shabbat Menuchah, Shalom Bayit, Kehillah, Kedushat Shabbat*)

Musicians, disc jockeys, dancers and guests should dress and dance appropriately. (*Tzniut, Kedusha, Kedushat Shabbat*). Guests, musicians, disc jockeys and other participants must be made aware of these rules and agree to abide by them.

Photography and Videography

“When the heart is full, the eyes overflow”
Sholem Aleichem

Families and groups may wish to create a filmed memento of their simcha (*Kavod Mishpacha, Zicharon*). JRC’s in-house, closed circuit taping system and a videographer from JRC’s approved list must be used. Other videographers may be used, by special arrangement with the Executive Director and will be subject to additional fees. Hired videographers are not allowed in the Sanctuary during services. Videography of simchas taking place in the Chapel on Shabbat is not allowed. Videography in the Chapel at other times is at the discretion of our clergy and Executive Director.

On Shabbat, still photography is not permitted in the Sanctuary and Chapel during services or for 60 minutes before services begin (*Kavanah, Kedushah, Kedushat Shabbat*). Only the synagogue lighting and sound systems and closed circuit taping system are allowed during Shabbat services.

Photographs may be taken in the Sanctuary and Chapel after Shabbat services, during other events and at other times, subject to the congregational calendar. The Ark doors may be opened for photos but Toratot may not be removed or otherwise handled except with prior permission and in the presence of JRC clergy.

Personal photomontages, video presentations etc. can only begin after the Shabbat service and congregational oneg have concluded.

Photography at non-congregational events is allowed but inclusion of the Jewish Reconstructionist Congregation’s name or synagogue building in photos is by prior permission only.

Guests, hired photographers/videographers and other participants must be made aware of these rules and agree to abide by them.

Decorations

"When there's too much of something, something is missing"
Yiddish proverb

Decorations related to Shabbat, holidays, life cycle occasions, and other events should reflect the values of *Bal Tashchit* (do not waste), *Tzedakah* (righteousness) and *Tikkun Olam* (repair the world). Decorations which can be recycled, reused or donated (such as flowers to nursing homes or supplies to schools) are encouraged. Excess and extravagance are discouraged.

No decorations may be placed on any of the walls or windows of the synagogue. No rice, seed, glitter, confetti etc. is to be used in decorations or thrown in the synagogue or on its grounds.

Indoor fireworks or pyrotechnics of any kind are prohibited.

Alcohol

"A little wine is fine, a lot is not"
The Talmud

Wine, beer and liquors, in moderation, may be served in addition to food service at social events. Of course, no alcohol is to be served to minors. The member/group holding the event is solely responsible for seeing that all laws relating to the serving of alcohol are obeyed. The member/group must provide proof of host liquor liability coverage or the statutory amount of dram shop coverage and name JRC as an additional insured. Proof of insurance must be submitted to the Executive Director no later than 30 days before the event.

Smoking

"The purpose of maintaining the body in good health is to (make it possible for you to) acquire wisdom"
Maimonides

No smoking is ever allowed anywhere in our synagogue, on its grounds or in its parking lot.

Security and Event Personnel

The safety and security of our members, guests and synagogue are of paramount importance. Therefore, the doors and all areas of the synagogue must be monitored for all events. In most cases, a Facilities Supervisor, Security Monitor, Chaperone (s) and/or Police Personnel will be hired by JRC. In no case may these personnel be friends, relatives or invited guests.

Facilities Supervisor: All events involving the use of our synagogue require the presence of an Facilities Supervisor. The role of this person is to protect our synagogue's property by monitoring the activities of guests, groups, caterers and other hired personnel and generally enforcing the policies outlined in this Guide.

Security Monitor: It is necessary to have one Security Monitor posted at the front door while caterers, contracted personnel and guests are arriving and during the event. It is also necessary to have a second Security Monitor circulate through unoccupied portions of the synagogue during the event. At the Executive Director's discretion and depending on the size of the event, the Facilities Supervisor may also fulfill the role of the second Security Monitor for the unoccupied portions of the building. If the Executive Director determines that additional personnel are required (for example, to monitor drop off/pick up of large numbers of children/young adults) then the member/group holding the event will pay the cost of the additional personnel.

Chaperone: For every 25 invited children/young adults present, one Chaperone (age 21 or over) is required.

Police Personnel: The Executive Director will determine if police personnel are required at an event (for example, due to public safety issues or to monitor traffic). The cost for the Police Personnel is billed by JRC to the member/group holding the event.

Kitchen Use

“Ess, Ess!”

Your Bubbe

Philosophy

Reconstructionists feel that decisions about how to practice Judaism as a community should be made by that community, and that personal religious decisions are best left to the individual and reflect Jewish tradition. Reconstructionist Judaism values dietary halakhah as a means of connecting us with our past and Jewish tradition. Please read and follow the JRC Kashrut Policy. All menus must be submitted to and approved by the Executive Director at least 30 days in advance.

We strongly encourage members/groups to limit the use of disposable food service items and to use recycled and recyclable products. We encourage the serving of food that is local, organic and fair-traded. Please refer to our Environmentally Preferred Simcha plan for guidance.

Main Kitchen

Our Main Kitchen is designed for use by full service caterers. It contains all major appliances and limited preparation equipment. The caterer is responsible for supplying any additional equipment and preparation items needed.

Priority for Main Kitchen Use

Kashering of the kitchen, if necessary, requires restricting its use during the 24 hours before an event. Therefore, due to scheduling restraints, it is of great importance that the Executive Director be informed of this need as soon as possible. During an event, use of the Main Kitchen is restricted to the member/group using the Sanctuary/Social Hall.

Small Kitchen

The Small Kitchen is primarily for use by office staff and in connection with events taking place in the Chapel. It contains a refrigerator and

microwave but no stove. It has limited preparation equipment. It may be used by outside groups at the discretion of the Executive Director.

Caterers

A list of allowed caterers is available from the Executive Director but JRC makes no implied recommendation or warranty as to the quality or fitness of these caterers. Other caterers may be used but must be approved by the Executive Director. All caterers must provide evidence of comprehensive general liability insurance in the amount of \$1 million dollars per occurrence, \$2 millions dollars in the aggregate, dram shop insurance in the statutory amount (if alcoholic beverages are served) and workers compensation insurance. JRC and the member/group must be named as additional insureds. The member/group sponsoring the event is responsible for ensuring that the caterer and all workers are informed about all policies in this Guide, especially those relating to Kashrut and Shabbat. All menus must be submitted to and approved by the Executive Director at least 30 days in advance.

Deliveries

The Executive Director must be notified in advance of the time of all deliveries and pick-ups. Friday deliveries for events on Shabbat must be completed by noon. Deliveries may also occur on Shabbat morning if they are completed by 8:30 am. and on Shabbat afternoon between 4:00 p.m. and 5:00 p.m. Our staff is not responsible for accepting or signing for deliveries or pick-ups. A person from the member/group holding the event should be present. The member/group must insure that the items delivered on Friday for Shabbat do not interfere with any Friday night functions. Deliveries may only be brought in through the service entrance. When deliveries require elevator usage, proper padding, provided by JRC, must be in place. All delivery vehicles that will remain at the building during the event must be removed from the alley and immediate area around the synagogue and parked in the parking lot or parked legally on the street. After the event, rental items should be picked up as soon as possible so as not to interfere with subsequent activities/events, and in no case later than 48 hours. All rental items must be marked with the rental agency's name and the name of the member/group renting the items.

Set up

JRC will provide one custodian for basic set up/stacking of chairs and tables in the Sanctuary, Social Hall, Chapel and other areas of the synagogue. Rental of tables and equipment may be necessary and is the sole responsibility of the member/group holding the event. Upon request, the synagogue will set up and provide coffee and tea service (including cups, napkins, sugar, creamer) at non catered events. Tableware, linens, glasses and other items are the responsibility of the member/group. A diagram and/or written instructions for furniture and equipment set up must be submitted to and approved by the Executive Director no less than 14 days before the event.

Leftovers

JRC encourages the donation of flowers, centerpieces and extra food items (*Bal Tashchit, Tikkun Olam, Tzedakah*). A list of food pantries and homeless shelters may be obtained from the office. Please contact them in advance to make necessary arrangements.

Cleaning

"After a holiday, only debts and dirty dishes remain"
Jewish folk saying

After use, the kitchen must be completely and thoroughly cleaned, sanitized and left in the same neat and clean condition in which it was found. All appliances used must be scrubbed, inside and out. All pots, pans, dishes and glassware must be washed, dried and put away in their proper place. All counters, sinks and the floor must be thoroughly washed and dried. Any food spills/splashes on the walls and cabinets must be cleaned completely. All garbage should be placed in plastic garbage bags and carried out to the dumpsters. No garbage should be left in the kitchen or outside around the dumpsters. All recyclables should be placed in the recycling containers in the first floor recycling center. Caterers/cleaners should check with the Facilities Supervisor before leaving to determine if the kitchen and dumpsters have been left in a satisfactory manner. JRC reserves the right to hire professional cleaning staff if the kitchen is not left in a clean and satisfactory manner and to bill the member/group for the cleaning cost.

Responsibilities

Use of our synagogue is conditional on the appropriateness of the proposed use, number of guests, the relationship of the event to the space requested, demands on the JRC staff, conflicts with other events and other relevant considerations. The final decision rests with the Executive Director in consultation, as necessary, with our Clergy and the Board of Directors.

Please read this Guide, the Fee Schedule and the Contract carefully. They set out certain responsibilities on behalf of JRC and the member/group holding the event. By scheduling an event and signing a contract, the member/group agrees that it will abide by all the member/group responsibilities enumerated throughout the Guide and Fee Schedule. The member /group is responsible for ensuring that all caterers, musicians, other contracted personnel and invited guests abide by the Guide as well.

Member life cycle events are B'nai Mitzvah of members and their children; weddings of members and their children; funerals of members, their parents and children; Brit Milah and baby namings; and other milestone events. Use for non-member life cycle events is by decision of the Executive Director in consultation with our Clergy. Please note that there are never any fees for funerals of members, their children and parents.

Members in good standing are those who have paid their dues, religious school tuition (if applicable) and other obligations for the past and current fiscal year or made approved financial arrangements to do so. Events held by members are subject to that member being in good standing with JRC at the time of reservation and at the time of the event. If members are not in good standing 30 days before the event, their event will be cancelled and they will forfeit all fees paid to JRC. JRC is not responsible for any monies/deposits owed by the member/group to any party or otherwise incurred by the member/group as a result of the cancellation.

Members in good standing have the right of first refusal for use of our synagogue during the weekend of their B'nai Mitzvah. It is the member's responsibility to reserve the space a minimum of 18 months before the event, submit the application, sign the contract and make the required deposit. Space will not be held if the proper documents and deposit are not timely received.

The member/group must submit all required forms in a timely manner, acquire insurance and make all payments on schedule. Fees paid to JRC will be forfeited and events scheduled will not be held if any forms or certificates are lacking or if any payments have not been made. JRC is not responsible for any monies/deposits owed by the member/group to any party or otherwise incurred by the member/group as a result of the cancellation.

The member/group will submit the menu and the names of caterers, musicians and other contracted companies and personnel to the Executive Director for approval no less than 30 days before the event. Events will not be held without the approval of the Executive Director. JRC is not responsible for any monies/deposits owed by the member/group to any party or otherwise incurred by the member/group as a result of the cancellation.

The B'nai Mitzvah family will provide and set up a congregational Shabbat oneg of challah, wine and juice.

The member/group must provide proof of comprehensive general liability insurance with liability limits of at least \$1million per occurrence and \$2 million in the aggregate. JRC and the member/group must be named as an additional insured on the liability policies of all contracted companies and individuals, with liability limits of at least \$1million per occurrence and \$2 million in the aggregate. If alcohol is served, the member/group must provide proof of host liquor liability coverage or the statutory amount of dram shop coverage and name JRC as an additional insured. Proof of insurance must be submitted to the Executive Director no later than 30 days before the event. Proof of workers compensation coverage is also required to be submitted to the Executive Director no later than 30 days before the event. All individuals, contractors, vendors, caterers must be licensed, bonded and insured. The member/group is responsible for ensuring that such submissions are made and made in a timely manner. No event may take place without proof of such insurance. JRC is not responsible for any monies/deposits owed by the member/group to any party or otherwise incurred by the member/group as a result of the cancellation.

JRC is not responsible for lack of availability of its facilities or damage arising from the lack or failure of heat, cooling, plumbing and other building functions caused by conditions beyond JRC's control. JRC is not responsible for any monies/deposits owed by the member/group to any party or otherwise incurred by the member/group as a result of the cancellation.

JRC is not liable for personal injury to any persons holding or attending events, nor is it responsible for damage to or loss of their personal property.

The member/group agrees to indemnify and hold harmless the Jewish Reconstructionist Congregation, its clergy, officers, directors, members and employees from liability, claim, cause of action, judgment, attorneys fees and defense costs as a result of any action or lack of action by the member/group, its guests, employees, caterers and other service providers.

The member/group is responsible for any damage, including but not limited to, theft, injury, breakage, graffiti, defacement of the synagogue, its facilities, grounds and contents, during or as a result of the member/group event.

At application, a 50% deposit of all expected fees is required. If this deposit is paid by credit card, please consider adding 2% to cover our transaction cost. The remaining 50% of all expected fees and the damage deposit is required 30 days before the event. All contracts and insurance certificates must be executed and in place and all fees paid 30 days before the event. Payment of any additional fees incurred is required within 7 days after the event. If the reservation is canceled more than 6 months in advance, a full refund will be given. If the reservation is canceled 60 days to 6 months in advance 50% of the deposit will be refunded. If the reservation is canceled less than 60 days in advance of the event, no refund will be given.

The fee schedule may change and the member agrees to pay the fees in effect on the day JRC receives the application and deposit for the event, with the exception of personnel fees. The member agrees to pay the personnel fees in effect on the day of the event. In addition, the member/group will pay, within 7 days of invoicing by JRC, any other costs incurred by JRC during or as a result of the event, including those which require the services of an outside contractor.

Any modifications to the contract must be requested in writing and approved in writing by the Executive Director. The contract may not be modified, except in writing by the member/group and Executive Director.