



TEMPLE SINAI OF SHARON
25 CANTON STREET, SHARON MA 02067
781-784-6081 ♦ 781-784-2616 fax ♦ www.temple-sinai.com

HOUSE RULES

(Effective November 1, 2017 for all functions occurring after that date)

It is our goal to make Temple Sinai accessible to our members and to our community. In return, we ask that individuals and organizations show respect for our building and our grounds. First and foremost, Temple Sinai is a place of worship and shall be treated as such. Temple Sinai reserves the right to use its discretion in the rental of its facility.

At all times, the use and control of the facilities of Temple Sinai of Sharon is under the direction and auspices of the Board of Trustees and their appointed representatives. Only the Board of Trustees or their appointed representatives can waive these policies.

You are expected to cooperate fully with these rules and guidelines. Further, you must ensure any caterer, accommodator, DJ, band, florist, photographer or other vendor you hire will adhere to the temple's regulations. Please keep these House Rules handy for reference while planning your event at Temple Sinai.

General Rules

No clergy may officiate at religious or life cycle ceremonies at Temple Sinai without the express written consent of the Rabbi of Temple Sinai.

Temple Sinai of Sharon is a non-smoking facility, including our parking lot, restrooms and grounds. All renters of the facility are expected to follow this policy and inform their guests and vendors about this policy.

All noise must be kept to a level which does not generate complaints from neighboring residents or the law enforcement officials of the Town of Sharon. You are expected to cooperate with the custodian, if they are informed that the noise level must be lowered.

Procedures for Reserving the Facility

We honor requests for the use of our facilities on a first come, first served basis with priority given to Temple members. A meeting with the Executive Director should be scheduled to discuss arrangements. An Application/Agreement must be filled out and signed by the responsible party. Reservations for use of the facilities of Temple Sinai are confirmed only when the Agreement is properly completed, accompanied by the deposit (half the rental fee), and received and approved by the Executive Director (or her designee).

When booking an event, please specify times, dates and spaces needed. Should your needs change, please contact the Executive Director and every effort will be made to accommodate you. In the event of B'nai Mitzvah celebrations, Temple Sinai reserves the right to book two events at once to accommodate all members' needs. In addition, functions may be scheduled in consecutive time slots on the same day. You are expected to cooperate in coordinating the multiple-uses of the facilities.

Saturday afternoon events must conclude by 2:30 pm (for Kiddush) or 4:00 pm (for Luncheon) and all evening events must conclude by 11:30 pm unless special arrangements have been made with the Executive Director. This does not include clean-up time. Any additional required time may be subject to an add-on fee. The temple will be available two hours before the service for set-up and two hours after the event for clean-up.

Payment Policy, Cancellation Policy and Security Deposit

No reservation will be considered booked without a signed contract and deposit of half the Rental Fee. The balance of payment (**including temple member fees, pledges due, assessments and charges**) is due at least sixty (60) days before the function date. If the scheduled event is cancelled in writing more than twelve (12) months in advance, your deposit will be returned in full. If the event is cancelled between twelve months and six months prior to the schedule event, fifty percent of the deposit and any pre-paid fees will be returned. Cancellations within six months of the function date will result in no refund.

In addition to Rental and other fees for the use of the facilities, we require a refundable security deposit. The security deposit money will be refunded after the function; provided, however, that in the event any property of Temple Sinai of Sharon is damaged, missing, or destroyed during or as a result of the function or if there are any breaches of the Rental Agreement for the facilities or the House Rules which result in monetary damages, the security deposit will be applied to the damages or loss.

If you require the facility for longer than the contracted time, or if more than two hours is needed to clean up after your event, an overtime fee may be charged. (See current Rental Fee Schedule for overtime charges.) Your security deposit may be used to pay for any overtime charges.

Vendors, Set-ups and Deliveries

Only caterers, accommodators and other vendors approved by Temple Sinai of Sharon may participate in a function at Temple Sinai of Sharon. All vendors must meet the standards set forth by Temple Sinai, including but not limited to supplying proof of license and current insurance. Set-up plans, schedule of deliveries, set up time, break down time and pick up must be coordinated at least one week prior to the scheduled function date.

All deliveries of food, kitchen supplies, rental equipment and furniture must be made by appointment with the Executive Director and are to be made through the kitchen service door. Deliveries may be made on Fridays from 8 a.m. – 2 p.m. No deliveries will be accepted after 2 p.m. on Friday until Sunday at 9 a.m., unless prior approval has been obtained from the Executive Director. Deliveries of rental chairs and/or table will only be accepted if they are delivered on dollies.

Included in the use of the facility are use of temple owned tables and chairs, and the set-up and tear down of the room by Temple Sinai custodial staff. Temple Sinai custodians are not responsible for setting up or tearing down any rented tables, chairs or other fixtures brought in from external sources.

Set-up for a Saturday afternoon Kiddush or luncheon may begin at 8:00 a.m. No noticeable activity may occur after 9:30 a.m. when guests are arriving to services. Set-up may continue after this time but must be done in a quiet and respectful manner as not to disturb the service. Events must conclude by 2:30 p.m. (for Kiddush) or 4:00 p.m. (for Luncheon) unless prior arrangements have been made, subject to additional rental fees.

Set-up for a Saturday evening party may begin at 5:30 p.m. the day of the event. Arrangements may be made with the Executive Director for an earlier set-up depending on temple scheduling. Events must conclude by 11:30 p.m. unless prior arrangement has been made, subject to additional rental fees.

Catering, Kitchen Use and Food Policy

Temple Sinai has a list of approved caterers you may choose from when using the Temple facilities. Please see the Executive Director for the most current list, and inform her once you have made your choice.

Only approved caterers, Temple Sinai auxiliaries and individuals approved in advance may cook in the Temple Sinai kitchen. Temple dishes and flatware are not available for use at any time except by organizations, boards, agencies, and committees of Temple Sinai of Sharon. No equipment or assets of Temple Sinai of Sharon may ever be removed from the facilities. The kitchen cabinets are locked.

Temple Sinai of Sharon does not observe the entire range of the laws of kashrut (keeping kosher), but it has been our policy to observe the biblical Kashrut. Members of Temple Sinai and others using our facility are expected to respect this policy regarding foods brought into the building. **No pork products or shellfish shall be brought into the facilities of Temple Sinai or be served at any time.** If any such food is observed, the function will be terminated IMMEDIATELY and all food associated with the prohibited food will be discarded. The following foods are examples of foods that may NOT be served at Temple Sinai. This list is not exhaustive of prohibited foods, and any specific questions should be referred to the Executive Director.

Prohibited foods:

- All foods from animals without split hooves or those that do not chew their cud: e.g. pork, ham, bacon, lard, pork ribs, rabbit
- Shellfish and fish which do not have scales and fins: e.g. shrimp, oysters, clams, prawns, scallops, calamari, monkfish, catfish, crab, lobster
- Processed foods if they contain pork: e.g. Sausages, Lunch Meats, Hotdogs; or if they contain shellfish: e.g. Clam Chowder

Individual menu items should not mix dairy and meat. During Passover, additional dietary rules, including the prohibition of baked goods containing leaven, must be observed, and may be obtained from the Executive Director.

Caterer/Accommodator's Obligations

Caterers must be approved by Temple Sinai in advance. All caterers must show they are professionally licensed food servers and have taken a certificate of insurance for \$1 million which names Temple Sinai of Sharon as the additional insured. In addition, the caterer must provide proof of workers compensation and liquor liability.

Caterers are responsible for providing the temple office a diagram of the room arrangement and any special delivery schedule requests, at least one week prior to the event.

All food or drinks delivered to Temple Sinai of Sharon in advance of the event must be clearly marked with the client's name. **Do not** set up food in any part of the building except the approved portions of the facilities according to the agreed upon floor plan.

Caterers are responsible for leaving the kitchen and reception/party area in the same clean and orderly condition in which it was provided. Proper clean-up includes but is not limited to the following:

- All equipment brought into Temple Sinai either belonging to the caterer or rented from outside sources, must be removed immediately after the function unless special arrangements have been made with the Executive Director.
- All food, food containers, liquids and liquid containers must be removed immediately after the function.
- The kitchen must be thoroughly cleaned. This includes wiping down the inside and outside of all appliances such as refrigerators, freezers, stove top, ovens and all other equipment used, as well as cleaning sinks, counters and floor. The caterer is responsible for providing all clean-up supplies. A mop is provided on premises.
- If any food was cooked outside the kitchen service entrance, any resulting grease must be cleaned up from the grounds. A hose is provided on the premises.
- Carpeted areas must be hand-picked or vacuumed, and floors must be swept of all debris.
- All trash and garbage must be bagged and placed in appropriate dumpsters located outside. The caterer must provide all trash bags.

If any extra or unusual clean-up is needed, it will be billed to the client. The cost of any broken or damaged equipment or property will be billed to the client. It is the client's responsibility to ask the caterer or party planner for reimbursement if he or she is responsible for the damage.

Temple Sinai of Sharon will provide a custodian who understands procedures and is able to answer your questions.

Alcohol Service Policies

All events serving alcoholic beverages are required to have a bartender of legal drinking age who is not a party guest. All bartenders must be hired through a caterer or accommodator.

Caterers/accommodators must provide proof of \$1,000,000.00 liquor liability insurance.

Events serving alcoholic beverages require that Temple Sinai hire security detail at an additional charge. See "Security" section below for more information.

Temple Sinai does not allow hard liquor or beer to be served “family style” (placing containers of spirits on individual guest tables). A maximum of only two (2) bottles of wine per table will be allowed. No alcohol will be served after midnight on Temple Sinai premises.

Bartenders are strictly prohibited from serving alcoholic drinks to minors. Renters are responsible for the monitoring and insuring the proper behavior of all minors and others who attend the function.

Temple Sinai is not responsible for monitoring the service of alcoholic beverages to guests, minors, or inebriated persons or for conditions created by a client’s negligence or that of their guests, agents, employees, or vendors.

Decorations

The delivery of flowers to the Sanctuary for weddings must be made by appointment with the Executive Director. No live flowers are allowed for Bar/Bat Mitzvah services.

Lighted decorative candles are not permitted as open flames; votives with chimney brandy glasses are permitted. Fog and/or smoke machines are not permitted. Only Class A volatile fluid (and not denatured alcohol) may be used for sterno heaters and caterer/accommodator shall train their personnel in the proper use of all equipment to be use.

Decoration of any kind may not be placed on the walls or hung from the ceiling. Do not tack, tape, staple or fasten decorations to doors or walls in the facilities. Special decoration requests must be approved by the Executive Director. All decorations must be removed when the event is over. No electric tape is to be used on carpets. Please do not use unwrapped candy, confetti, rice (for throwing), etc., or additional clean-up hours may be billed.

Photography & Videography in the Sanctuary

Photography, videography, or artificial lighting during religious services at Temple Sinai is strictly PROHIBITED. DVDs of B’nai Mitzvah and other special services are available from the Temple office.

Those who wish flash photos may arrange for posed shots one hour before or one hour after the event.

All photographic equipment should be set up before the service or ceremony begins in order to avoid noisy distractions. Doorways and passageways should not be blocked by any equipment.

Photographic sessions prior to the day of your event may be scheduled by appointment with the Executive Director.

Custodial Staff

A custodian(s) will be available during your function. Custodial staff is responsible for the following:

- opening the facility at the agreed upon time.
- setting up the facility according to the plan created and submitted by the caterer, party planner or family. This plan must be submitted at least one week prior to the event.
- monitoring the temple facility
- breaking down of all temple equipment
- closing the temple

Custodians are NOT responsible for the following:

- food preparation, arrangement or service
- kitchen clean up
- decorating, including linens
- bartending
- unloading food, flowers, table settings, floral arrangements, centerpieces.

Heating and air conditioning systems are set by the custodian and cannot be adjusted by any other person. If an adjustment is needed, please ask the custodian.

Security and Safety

Security personnel are required for any event in which alcohol is being served or if there is a high number of guests and/or minors. Temple Sinai will arrange for the hiring of any security personnel, but you are responsible for the additional fees. The Executive Director will provide the price of the security detail at the time of signing the contract.

You are expected to take adequate precautions to ensure proper control and behavior of guests is maintained. This includes having suitable adult supervision for young adults attending B'nai Mitzvah celebrations.

Any representative of Temple Sinai (e.g. the Executive Director, security guard/police officer, custodial staff or lay leader) who witnesses any individual(s) engaged in unacceptable behavior reserves the right to ask or to arrange for said individual(s) to leave the premises.

Anyone attending an event at Temple Sinai is responsible for his/her own personal safety and security. You will hold the Temple harmless for any and all loss, claims, damages, or demands whatsoever of third persons arising out of, or in any manner connected with, the use of the premises by you or by any of your guests or vendors.

Temple Sinai of Sharon reserves the right, from time to time in the future, to amend, modify, or change the House Rules or promulgate additional provisions concerning the rental and usage of the facilities.