



Building Use Policy

Building Use Policy: Revised 4/26/2017

1. Permitted Usage and Guidelines:

1. Jewish life cycle events
2. Congregant events, e.g. wedding showers, baby showers, birthdays, and other similar celebrations
3. Non-members may host an Oneg, Kiddush, or additional celebrations following a service where a life cycle event is celebrated. Non-member guests are welcome. All present at the service must be invited to attend. Other temple policies may regulate life cycle events e.g. Bar Mitzvah policies.
4. Jewish funeral services for non-members will be held at the Rabbi's discretion
5. For events where children are present, it is the responsibility of the host to ensure a proper adult to child ratio.
6. Rentals for other events are available as indicated within these policies.

2. Precluded Usage:

1. Retail "home" parties such as Tupperware, etc., unless 100% of proceeds are to benefit the Congregation
2. Events with "inappropriate" entertainment
3. Activities inconsistent with the Congregation mission or goals
4. Illegal activities
5. Political campaign events are not permitted.

3. Non-profit Group Use:

1. The Congregation may rent space to non-profit groups.
2. The Congregation may make the building available to non-profit groups for meetings without usage charges. The non-profit group will be encouraged to offer donations to cover the cost of utilities, cleaning, and general maintenance of the building.

4. For-profit Group Use:

1. For-profit use may be considered only when the mission of the organization is not in conflict with the Congregation's mission or goals.
2. 'Retail' events, and merchandise sales for profit are not permitted.
3. For-profit rental is at the discretion of the Temple Executive Director.

5. Availability:

1. The following rooms/areas in the building can be rented: social hall, kitchen, classrooms, lobby, and playground.
2. Sanctuary rental is at the discretion of the Temple Executive Director and the Rabbi.
3. Non-Jewish religious or quasi-religious symbols are not allowed. Exceptions may be made for churches and other religious entities at the discretion of the Rabbi and/or Temple Executive Director.
4. Food and drink other than water are not permitted in the sanctuary.
5. Access to the temple offices is restricted. All offices are private and are not to be entered or used without specific permission.

Building Use Policy

6. The Temple Executive Director is responsible for applying discretion regarding what constitutes acceptable use based on the policies above. If the decision is not clear, the Temple Executive Director will consult the president or rabbi.
7. Use of Jewish Religious items is not allowed without express permission of the Rabbi or Temple Executive Director.

6. Prohibited Items and Activities:

- Any changes (no matter how "minor") to the electrical system.
- Electrical devices that overload the power system.
- Smoking or use of other tobacco products
- Chewing gum
- Animals
- Painting
- Smoke-generating machines
- Fireworks
- Glitter
- Liquid chocolate including chocolate fountains
- All balloons
- Confetti guns
- Items hung from ductwork
- Nails or tacks in walls

7. Reservations Required:

1. A reservation form must be submitted to the Temple Executive Director to reserve a room. The form is available on the temple web site and in the temple office.
2. Use of the building is not guaranteed until a deposit is received and the Temple Executive Director confirms the reservation.
3. As arrangements are confirmed, the host must provide information about the event on the Vendor Information Form, available on the website or the office.
4. The Temple Executive Director is available to assist by providing direction and advising of past practices. The Temple Executive Director will work with the host to determine floor plan and coordinate with the set-up / break down of the event

8. Fee Schedule

1. A fee schedule will be maintained by the Temple Executive Director.
2. The reservation form must be accompanied by a reservation deposit, as per the Fee Schedule
3. Any fees incurred specifically for the event are the responsibility of the host group.
4. If a reservation is canceled, no refund of the deposit will be made.
5. The damage deposit will be returned to the host within 30 days following the event unless a portion of the damage deposit is needed to restore the facility to original condition.
6. All rental fees and other costs must be paid in full two weeks prior to the function.
7. Additional charges for cleaning, maintenance, or damages may be billed after the event.

9. Multiple Event Requests

Building Use Policy

1. Requests are booked on a first-come, first-served basis. Every effort will be made to schedule B'nai Mitzvah to eliminate scheduling conflicts. Scheduling decisions are the responsibility of the Temple Executive Director.
2. Organizations not directly affiliated with Congregation B'nai Shalom who use the facilities on a regular basis may be asked to cancel or reschedule events should a Temple-related event need the building on their regular meeting date and time.
3. Temple administration will note the events on the internal temple calendar.

10. Insurance

1. All outside vendors must present Congregation B'nai Shalom with a certificate of insurance no later than 14 days prior to the event. This certificate must name Congregation B'nai Shalom as Certificate Holder / Other Insured. Failure to present these by the required deadline may result in the cancellation of the reservation
2. Limits of liability must be at least:
 - Comprehensive General Liability:
 - Bodily Injury: \$500,000 each person, \$1,000,000 each occurrence
 - Property Damage: \$500,000 each occurrence
 - Liquor Liability (if liquor is served)
 - Worker's Compensation: statutory benefits
 - Employer's Liability: \$100,000

11. Size of Group

1. Size of the groups is limited only by capacity/availability of rooms and parking.
2. Room capacity limits are:
 - Social Hall: 280 occupants seated at tables and 400 occupants seated theatre style
 - Sanctuary: 400 occupants
 - Classroom sizes vary with the maximum of 15. Please contact Temple Executive Director for details.

12. Catering / Food

1. All kitchen use must be in compliance with the Congregation B'nai Shalom Dietary Policy, which is governed by the Religious Activities Committee and is expected to be "**Kosher Style**".
2. Members may use the kitchen equipment available.
3. Caterers are responsible for providing dishes, utensils, and linens.
4. Menus must be submitted in advance as part of the Vendor Information Form to the Temple Executive Director, who reviews menus to assure compliance to the dietary policy.
5. Any expenses incurred as a result of any loss of equipment, breakage, or damage shall be deducted from, but shall not be limited to the deposit. Such deposit will be returned in full when no breakage or damage occurs.
6. All utensils, dishes, pots, serving pieces, and condiments must be cleaned and put away.
7. All waste containers should be emptied into the dumpster located outside the kitchen door. All recyclables must be emptied into the single-stream dumpster located outside the kitchen door.

13. Cooking, Candles

Building Use Policy

1. Cooking is allowed in the kitchen. Use of propane burners or non-propane burners (electricity) in social hall for food stations is not permitted.
2. Candles are not permitted, other than for ceremonial purposes.

14. Liquor Policy

1. For member and non-member rental events, liquor is permitted only when a licensed server is present.
2. When bartenders and wait staff serve alcohol, certificates of insurance are required as noted in the Insurance section.

15. Equipment

1. Groups using the facilities should plan on bringing their own audio-visual and other equipment such as easels, flip charts, etc.
2. No temple office services will be available, including copying, phones, etc.

16. Security, Access and Management

1. The host must arrange access during the week prior to the event, to ensure that access will be available for the event itself, set-up, and clean up. All current security procedures must be followed.
2. All events must be monitored by one of the below:
 - Temple staff if during office hours
 - Custodian
 - Monitor approved by the Temple Executive Director
3. The host is responsible for coordination with building staff to ensure the building is secured at the end of the event.

17. Police Details

A police detail is required for functions over 200 people. The applicant is responsible for making arrangements with the Westborough Police Department for coverage and payment per procedure of the Police Department.

18. Parking

1. Attendees must park in designated areas only.
2. Overnight parking is not allowed without express permission of the Temple Executive Director.
3. The congregation has no responsibility to suggest or sanction use of adjacent streets or Hastings School parking lot. It is the responsibility of any group to work with town officials to accommodate parking overflow.
4. The section of the parking lot closest to East Main Street is available for members as a carpool site, but must be approved in advance.

19. Condition of Building Before/After Use

1. It is the responsibility of any group using the building to leave the facilities in the condition in which they were found. The host is responsible for leaving the building "in good order" to the best of his/her ability.
2. Condition of building must be restored during the two hours following the event. This time can be negotiated with the Temple Executive Director if other events are not scheduled.



Building Use Policy

3. Failure to leave facilities in good condition will result in loss of building use privilege and assessment of cleanup costs.
4. Note that the Certificate of Liability required of caterers does not cover liability for damage to the facility.

20. B'nai Shalom Playground Policy

1. The playground at Congregation B'nai Shalom is available for use as below only during hours when the PALS at CBS Preschool is not in session.
2. Members who are in good standing and those prospective members active with Early Childhood at Congregation B'nai Shalom.
3. Use of the equipment is limited to children 2-5 years old.
4. An adult must be present at all times when the equipment is used. The adult is responsible for ensuring appropriate use of equipment and that safe conditions for use are present.