

Effective immediately, the following procedures shall be in place for the booking of kiddushim or other rentals of the shul.

General Procedure & Policy

- ❖ When a member (or non-member) contacts the shul to reserve a date, the Office Manager shall be the first point of contact. The Office Manager shall confirm availability of the requested date and the date shall be put into a temporary hold status. No confirmation of any kind will be given to any other party requesting the date at this time. The party requesting the date shall then be notified that the date is available, and will be booked upon full fee being received. Should another party request the same date prior to receipt of the deposit by the original party, they shall be advised that the date has been conditionally booked, and the original party shall then be advised that there is another person wishing to book the facility for the same date. If the deposit from the original requesting party is not received within 48 hours from contact, the date shall be released, and will then be available to the first party submitting the fee. The only exception to this policy will be for a bris or baby naming in the shul. There will be no other exceptions made to this policy without the express consent of the Kiddush Committee Chair and the President.
- ❖ No event may be booked more than three (3) years in advance; no deposit will be taken, and the date will not be confirmed.
- ❖ Rentals/kiddushim are booked and confirmed based on received fee. Until a fee is received, there is no guarantee of the booking
- ❖ All wines brought into the shul must be mevushal.
- ❖ Alcohol, other than wine, must be approved by the approved mashgiach or the Rabbi prior to being brought into the shul. A list of approved alcohol can be found at <http://www.crcweb.org/LiquorList.pdf>
- ❖ Under no circumstances should anyone under 21 be served alcohol on shul premises.
- ❖ Liquor at a shul Kiddush will incur a \$35 additional fee for a "shomer" to oversee the liquor.
- ❖ No live flowers or plants shall be used on Shabbos or Yom Tov. Only silk plants and balloons are permitted.
- ❖ Kiddushim, luncheons, and dinners must be prepared by an approved caterer with approved kashrus supervision. A list of approved kashrut authorities will be held by the office manager, and any caterer with another authority must be confirmed by Rabbi Weissman before any catering arrangements are made.
- ❖ If an outside vendor is used, the vendor must arrive at the shul at least two hours before the start of Shabbos, and must complete unloading, unpacking, and loading food into warmers, at least thirty minutes before the start of Shabbos.
- ❖ If a Kiddush is booked (not a shul-sponsored Kiddush), a luncheon may be booked following

the Kiddush only with the permission of the Kiddush host. If a luncheon is booked first, no Kiddush may be booked without the permission of the luncheon host.

- ❖ No event may be booked for the period between the Shabbos before Rosh Hashanah and Yom Kippur.
- ❖ The guidelines for reserving a room will be waived for a bris or baby naming, though the requirements and charges for rental and catering shall apply.
- ❖ In case of conflicts or special circumstances, the decision of the Kiddush Committee and the President shall be binding.
- ❖ In case of a question regarding kashrus, the decision of the Rabbi shall be binding.
- ❖ All checks shall be made payable to "The Young Israel of Plainview." There will be no exceptions.
- ❖ The Young Israel of Plainview is not 100% nut-free. Many of the foods we serve may have been prepared in a facility which processes nuts. However, every effort shall be made so that no hidden nuts (that is, finely-chopped nuts such as a vegetarian chopped liver) are served.
 - Nuts of any kind, whether whole, crushed, or in candy may be served separately at a shul Kiddush, taking precaution not to cross contaminate other food that is nut-free
 - Foods that are prepared with nuts (such as nuts on cakes or cookies) will be permitted, as long as the nuts are clearly visible, such as the adding of nuts to salads or as a garnish.
 - If a Kiddush is catered by an outside caterer, the host should request that the caterer does not serve nuts unless clearly visible.
 - Private functions may serve nuts or food prepared with nuts.
 - The Young Israel shall not take any responsibility for children, teens, or adults who may eat foods that contain nuts.
- ❖ The kitchen will remain locked when not in use. After hashkama minyan kiddush the kitchen will be locked at 10 am and only access be given to caterers or people prepping for the next Kiddush.
- ❖ If any party is using only the back two tables of the Bais Midrash for a function open to the entire shul, and they are responsible for the setup and cleanup, **(they are not subject to a room rental or cleaning fee) or (they are not subject to a room rental OR CLEANING fee for a cold Kiddush. If it's a hot kiddush rental fee with be \$50.00 and no cleanup fee will apply.)** Should they be using the rest of the room, requiring the moving or rearranging the Bima, tables, or any other furniture, they will be required to pay the usual room rental and cleanup fee.
- ❖ All Kiddush functions regardless of size, hashkama or later minyan, must be registered with the office manager and recorded on the shul function calendar.

Rental & Service Fees

- ❖ All fleishig events, whether a sit-down meal or a Kiddush, are required to have a permanent mashgiach throughout the entire event, which includes the set-up and serving of the food. A list of mashgiachim, approved by the Rabbi, is available and will be provided to the host by the office manager upon request. If the cost of the mashgiach is not included in the arrangement with the caterer, the approved rate for private hire is \$150, payable directly to the mashgiach. Please note dinner Friday night and lunch Shabbos day are considered 2 events, and the mashgiach fee will be \$300.
- ❖ A minimum of two people to set up the room is required for a Kiddush or sit down meal. If the set-up crew is not provided by the caterer, a list of people available for private hire, approved by the shul, is available with the office manager.
- ❖ Room rental & cleanup is \$450.00 for shul members, and the rental fee for non-members is \$500.00
- ❖ Friday night dinner and Shabbos lunch rental will be \$800.00 combined for members, and \$900.00 combined for non-members.
- ❖ All fees are subject to change without notice.