

## POLICY REGARDING SHUL & SOCIAL HALL RESERVATIONS

### Reservations Policy:

1. Reservations by Full Members for a *simcha* in a particular *minyan* and/or the Social Hall will be accepted beginning two (2) years prior to the planned event; however, reservations will not be finalized until eighteen (18) months prior to the event. An “open booking” period will exist from two (2) years until eighteen (18) months prior to the event during which priority will be given to the first member to make a reservation.
2. Reservations by Associate Members for a *minyan* and/or the Social Hall will be accepted beginning twelve (12) months prior to the planned event. However, an Associate Member can be bumped by a Full Member up to six (6) months prior to the event.
3. Reservations by communal organizations will be accepted at the discretion of the Board of Directors.
4. No reservation is considered finalized until confirmed as such by the President, Board of Directors, or a duly constituted subcommittee thereof, and the required deposit is paid.
5. Reservation of a particular *minyan* for a *simcha* entitles the member to preferential treatment in the allocation of *kibbudim* at that *minyan*, as further discussed below. However, reservation of a particular *minyan* for a *simcha* does not give the right of the *Ba'alei Simcha* to exclude events at other *minyanim*.
6. If the use of either the Main Sanctuary or *Beit Medrash* is needed, it must be reflected in the rental agreement. Rental of the Social Hall does not presume that use of the Main Sanctuary or *Beit Medrash* will be needed.
7. In situations when two (2) or more conflicting reservations have been made, please see the Conflict Resolution section below

### Kibbudim Policy:

1. All *kibbudim* are under the purview and discretion of the *Gabbai*, with the Rabbi providing all *halachic* decisions regarding priority/*kadimah*.
2. Every attempt will be made to satisfy the requests of the *Ba'alei Simcha* along with the needs of the other *mitpallelim* at the *minyan*.
3. **Bar Mitzvah:** Subject to accommodating *halachic chiyuvim*, every attempt will be made to ensure that the family receives at least three (3) *aliyot, laining and maftir*. Additional *kibbudim* are at the discretion and accommodation of the *Gabbai*.
4. A family celebrating a **Shabbat Bat Mitzvah:** Subject to accommodating *halachic chiyuvim*, every attempt will be made to ensure that the family receives at least three (3) *aliyot*. Additional *kibbudim* are at the discretion and accommodation of the *Gabbai*.
5. *Kibbudim* for *halachic chiyuvim* take precedence over additional requests of the *Ba'alei Simcha*. These include a *Chatan* at his *aufruf*, a father of a newborn baby, a *Sandek*, a *Mohel*, someone commemorating a *yahrtzeit* and a Bar Mitzvah.
6. Any remaining *kibbudim*, after all *chiyuvim* have been accommodated, will be available to the *Ba'alei Simcha*, subject to the *Gabbai's* discretion. The *Gabbai* will attempt to satisfy all reasonable requests of the *Ba'alei Simcha*.
7. The *Gabbai* will have final discretion as to how *kibbudim* are ultimately divided and as to whether it is appropriate to give any *kibbudim* to others (e.g., someone returning from an illness, a “*chashuv*” guest, recently engaged *Chatan*, the family of a bat mitzvah, etc.). As part of this discretion, the *Gabbai* may postpone a *chiyuv's aliya* to *mincha*. A member who has *yartzeit* on the following Monday or Thursday, or on any weekday on which there will be *laining*, may be approached to give up his Shabbat *aliyah* as he will be getting an *aliyah bo-bayom*.
8. Allocation of available *kibbudim* among multiple *Ba'alei Simcha* is addressed below.

### **Conflict Resolution: When two (2) or more conflicting reservations have been requested:**

1. We encourage open constructive dialogue among the *Ba'alei Simcha* to resolve any conflicts. Our strong preference is that the parties work together to satisfy the legitimate needs of all concerned.
2. A Full Member in good standing has precedence over Associate Members until six (6) months prior to the Associate Member's *simcha*.
3. A Full Member and Associate Member have precedence over a communal organization until ten (10) weeks prior to the organization's event.
4. If there is a conflict between two Full Members or between two (2) Associate Members, the following procedure shall be followed to resolve the conflict:
  - a. Unless there is a *halachic* issue, the Rabbi is not to be approached to resolve a conflict.
  - b. The *Ba'alei Simcha* are required to meet and discuss their needs and circumstances with each other and are encouraged to work it out amongst themselves without synagogue mediation.
  - c. If the conflicts cannot be resolved by the *Ba'alei Simcha*, the President shall meet with both parties and try to reach a resolution.
  - d. If a mediated solution cannot be reached, the President shall review the relative merits of each party to resolve the conflict. The President, following review of the Board of Directors, shall have the authority to make a binding decision.
  - e. If, following review, a decision is not reached, the conflict will be decided by lottery.

### **Smachot That Arise After a Finalized Reservation:**

After a reservation has been finalized for the Social Hall or for a specific *minyan*, other *smachot* may arise (e.g., *aufruf*, *brit milah*, baby naming, Bar/Bat Mitzvah of a new member, etc.).

1. Use of the Social Hall will remain with the original reservation.
2. While it is strongly encouraged that consideration be given to the original *Ba'alei Simcha*, any other *Ba'al Simcha* Full Member or Associate Member (*Chatan*, father of newborn baby, Bar Mitzvah, etc.) has the right to *daven* at the *minyan* of his choosing. The *Gabbai* can strongly encourage the "new" *Ba'al Simcha* to attend another *minyan*.
3. As stated above, all *kibbudim* are at the discretion of the *Gabbai*.
4. In the event of multiple *smachot* at a particular *minyan*, after all *chiyuvim* are addressed in accordance with *halachic* priority (including the Bar Mitzvah, *Chatan*, father of newborn baby, *Sandek*, *Mohel*, and any *yahrtzeits*), all remaining *kibbudim* will be divided among the *Ba'alei Simcha*. For any Bar Mitzvah, *laining* and *maftir* will remain with the person who made the initial reservation. Every effort will be given to provide the family with the initial *minyan* reservation at least two (2) *aliyot* (plus the Bar Mitzvah) and general preference.
5. The Shul encourages all *Ba'alei Simcha* to join together in any *kiddushim* after *davening*. However, the Full Member or Associate Member with the initial reservation is not obligated to change their plans in any way.

### **General Notes:**

1. This policy shall not create any obligation on behalf of the Shul and may be modified at any time at the Shul's discretion without prior notice. Any interpretations of this policy shall be the responsibility of the President, in consultation with the appropriate members of the Board of Directors or a duly constituted subcommittee thereof.
2. All rules regarding conflicts listed above shall also apply to weekday events.
3. While this policy generally refers to *smachot*, these rules are intended to cover all use of the Shul and Social Hall.

4. Only one caterer may be engaged for the Social Hall on any given *Shabbat* or *Yom Tov*. On a weekday on which more than one event is scheduled, only one caterer may be engaged for all of the events occurring on such day unless special arrangements are made.

**This policy shall be posted on the synagogue website, and a copy of this policy will be delivered to all persons applying to reserve the synagogue for an event**