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 yahrzeit 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 yartzheit 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 aliya 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.