

This protocol is established as guidance for coordinating and holding events within the BST synagogue facility. All events need to be planned and marketed in advance of the event to ensure proper coordination between all parties. Requesting parties are expected prior to submitting a request to verify open dates for use of the facility by going to the BST website and looking at the calendar of events. Plans should be made where openings currently exist. For marketing and ensuring services, requests should be submitted for Non-Temple sponsored events 6 weeks in advance, for Sisterhood Sponsored Events 8 weeks in advance and for Temple sponsored events 12 weeks in advance. This will allow time to process requests for space, cleaning services, marketing to be done by the Temple Administrator and to allow sufficient time to plan in an organized manner. Facility request forms can be found on the BST website.

Non-Temple Sponsored Events:

Those events that are scheduled to be held in the Social Hall should follow the protocol as follows:

1. Requestor speaks with the Office manager and obtains the rental form, will complete and return to the Office Manager. At that time you will be given a tentative confirmation, with a final approval/denial within two weeks.
2. Office Manager will coordinate the request with the VP's of the Shul and the Rabbi ensuring that there are no conflicts with ritual or other commitments. The Office Manager will update the official calendar on the website to incorporate the activity once confirmed.
3. If the event only requires setup/tear down and housekeeping, the VP of Admin will be the lead in making arrangements for the facility with the requesting party being responsible for all other aspects of the event.
4. The family renting the facility will provide a check (where applicable) to the Treasurer for use of the facility based upon the rental fee schedule.
5. The VP of Admin will be contacted as to the use of the kitchen, decorations, and any special requirements by the requesting party.
6. The VP of Admin will then coordinate with any other party needed to ensure all of the needs of the event are completed in a timely manner.
7. The VP of Admin is responsible for keeping the President and Rabbi abreast of the status of the event throughout the event.

Sisterhood Sponsored Events:

Those events that are sponsored by the sisterhood should follow the protocol as follows:

1. Contact the Office Manager to schedule the event and to discuss advertising (where appropriate)
2. The Office Manager will coordinate the request with the Rabbi, ensuring that there are no conflicts with ritual or other commitments.

3. The Office Manager will provide a final confirmation once it has been coordinate with the Rabbi and there are no conflicts within two weeks of the original request. Should a conflict arise, the requesting party will be notified and be provided with a point of contact to speak with about the conflict. The Office manager will update the official calendar on the website to incorporate the activity once confirmed.
4. Once confirmation has been provided by the Office Manager, the requesting party will contact the VP of Community Life and Activities and will consult as to the needs for the event.
5. The VP of Community Life and Activities is responsible for contacting the respective VP(s) that need(s) to be involved in the planning and remains the point of contact/coordinator for the Shul.
6. The requesting party is responsible for providing directions as to set up/tear down and any cleaning needs, is in overall control of the event and works with the VP of Community Life and Activities on things needed by the Shul.
7. The VP of Community Life and Activities will keep the President and Rabbi abreast of the status of the event throughout the process.

Shul Sponsored Events:

Those events that are sponsored by the Shul should follow the protocol as follows:

1. The Office Manager is contacted as to availability of the space and securing the space as well as any advertising that is deemed appropriate.
2. The Office Manager will coordinate with request with the Rabbi, ensuring that there are no conflicts with ritual or other commitments.
3. The Office Manager will notify the requesting party after consultation with the Rabbi about possible conflicts and provide a final confirmation as to the date and time. Should there be a conflict; the Office Manager will provide a point of contact to the requesting party to resolve the conflict. The Office Manager will update the official calendar on the website once the activity has been confirmed.
4. The VP of Community Life and Activities is the lead in any Shul sponsored event. The VP of Community Life and Activities will consult/coordinate with the Rabbi, and any VP for services deemed appropriate by each party and will remain the point of contact for the event.
5. The VP's will consult with their respective committees and the Rabbi for direction/services and will consult with the appropriate committee chair to engage services. Delegation of authority to the Committee Chair to provide the services is the responsibility of the VP. Each VP is responsible for coordinating their tasks with the VP of Community Life and Activities, keeping this person abreast of all activities taken by the committees in support of the event. Committee Chairs are responsible for coordinating activities with their VP and to bring concerns to their VP for resolution.

6. The VP of Community Life and Activities will oversee all aspects of set up, and coordination between VP's.
7. The VP of Community Life and Activities will keep the President and Rabbi abreast of the status of the event throughout the process.