

Facility Use & Sponsorship Policy

The purpose of this policy is to set the outer boundaries of permissible facility use and sponsorship, and to suggest priorities for the exercise of discretion within those boundaries.

I. DEFINITIONS:

- A. "Executive Subgroup" includes the co-presidents, the vice president, and the immediate past president of Havurah Shalom.
- B. "Havurah Shalom" includes Havurah Shalom itself, its officers, staff, committees and subgroups, which are expressly identified by a Havurah Shalom designation.
- C. "Sponsor" or "sponsorship" by Havurah Shalom includes any endorsement, written or oral statement, testimony, advocacy, encouragement, funding, participation, or publicity, including in print or broadcast media and social media, to support, oppose or influence any Issue of Public Policy. Or the granting of any of the following to another organization, entity, or event:
 - 1. The use of Havurah Shalom's name as a supporter or sponsor;
 - 2. Money/funding of an organization, entity, activity, or event, including providing rent-free use of our building;
 - 3. Publicity and/or encouragement of the organization, entity, activity or event in print (Hakol) or on-line (website, community emails, other electronic communication).

II. FACILITY USE: **Guidelines for the use of Havurah facilities**

A. The following groups may not use of Havurah facilities:

- 1. Groups that promote violence, hatred, or demean or intimidate others based on their race, religion, gender, sexual orientation, political ideology, or ethnicity.
- 2. Groups that proselytize for another religion.

B. The following events are prohibited:

- 1. Events that benefit any group that we would not permit to use our facilities, under the criteria in section A above. For example, Ecumenical Ministries asks for support of an event to raise money for "social services", but one of the social services that will receive proceeds is Hamas. This would not be permitted.
- 2. Events that intervene in political campaigns in support of or opposition to candidates for public office.
As a 501(c)3 organization, Havurah is prohibited from supporting or opposing political candidates or intervening in campaigns that support political candidates. This is true regardless of whether it is a partisan position or not. This prohibition does not apply to support of ballot measures or political activity intended to influence legislation.

C. Among the uses of the building that are permitted, Havurah favors the following kinds of events and activities:

1. Events that are primarily focused on education, as opposed to polemic or purely political programs.
2. Events that support our mission of promoting spirituality, learning, and acts of social responsibility.
3. Events that support our goal of being an inclusive, participatory community committed to Jewish values.
4. Events that support the ongoing work of one or more Havurah Shalom committees.

These guidelines allow for programs, events and activities that express a political viewpoint, but preference shall be made for those events where information content is the primary focus of the program.

D. Facility request process: Typically, requests for facility rental will come to the Havurah Office.

1. **The Office and Facilities Manager may grant facility-use requests to individuals or organizations that are clearly eligible under this policy**
2. **If the Office and Facilities Manager has any questions with respect to the eligibility of the individual or organization, the request shall be referred to the Executive Subgroup, which shall follow the process and guidelines outlined in this policy.**

E. Fee reductions and waivers

1. See Section III.C. for how to handle requests to hold a meeting from organizations that a Havurah committee regularly works with, or requests to hold a meeting or an event from organizations that a Havurah committee has previously received approval from the Executive Subgroup or Steering to join. These meetings or events do not require rental fees.
2. **Nonprofit organizations qualify for half-price rental rates**
The organization must demonstrate that it is recognized as a nonprofit organization by the State of Oregon. A half-price rental request from a nonprofit organization shall be submitted by the Office and Facilities Manager to the Executive Subgroup, which shall make a decision or submit the request to the Steering Committee for approval, following the guidelines outlined below.

Nonprofit organization rental requests for half-price rentals that are supported by a committee and endorsed by a committee chair shall generally be permitted, provided that the event/activity is permitted

under this policy. Events that involve fundraising shall be analyzed separately under II. E. below.

3. **Reduced or waiver of rental** In addition to the half-price rental rates available for nonprofit organizations, a group or individual may apply for reduced rental rates or the waiver of rent. In addition to options in Section II.C, a group can seek the co-sponsorship of the event by a committee at Havurah Shalom.
 - a. A written request for fee reduction accompanied by the endorsement of a committee chair must be submitted to the Office and Facilities Manager not less than 30 days prior to the event. The Executive Subgroup will make a decision or submit the request to the Steering Committee for approval under E.4.d.i.

4. **Considerations for reduced or waiver of rental** In determining whether to grant partial, half-price, or full rental fee reduction, the Executive Subgroup and the Steering Committee will take into consideration the following factors:
 - a. The individual or group making the request:
 - i. The group or individual must qualify for Havurah Facility Use under this policy.
 - ii. Are they closely related to the requesting committee or Havurah or only loosely affiliated?
 - b. The nature and purpose of the event:
 - i. Is it primarily educational?
 - ii. Does it support Havurah's mission of providing a vibrant, diverse, participatory Jewish community which promotes spirituality, learning, and acts of social responsibility?
 - iii. If there is some fundraising or sale of goods taking place during the event, is fundraising the primary purpose of the event, or is it incidental/secondary?
 - iv. If it is primarily a fundraising event, does its purpose support Havurah's mission and values? Is this a fundraising event that our members would likely support? Is there a good reason to reduce or waive fees given that the event will be raising funds?
 - c. The ability of the group or individual to pay the rental fees
 - i. Does the group or individual have the means to pay full rental fees?
 - d. Is the facility request likely to be perceived as controversial?
 - i. If, in the judgment of the Executive Subgroup, the request is controversial, then the request shall be referred to the Steering Committee, which shall consider the request in accordance with the criteria above.
 - ii. If time does not permit Steering Committee consideration of a controversial request, the request shall be denied.

Notification of the Executive Subgroup's or Steering Committee's decision will be given to the committee chair and/or requesting nonprofit as soon as possible after a decision is made.

F. Fundraising activities

1. Facility rental for fundraising purposes shall be referred to the Steering Committee and given extra scrutiny and review.
2. Fundraising activity that supports or contributes to a political campaign in support of or opposition to any candidate for public office is prohibited.
3. Fundraising activity that supports a ballot measure or legislative issue may be permitted as a "limited lobbying activity" which does not constitute a substantial part of Havurah's activities.
4. Fundraising activity that supports a social cause may be permitted.
5. In determining whether to permit building use for fundraising purposes, the Steering Committee shall consider the following:
 - a. Did the request come from a committee that is endorsing this activity? If so, deference should be given to the committee's request.
 - b. Is fundraising the primary purpose of the event, or is the fundraising incidental/secondary?
 - i. If it is incidental/secondary, it is more likely to be allowed.
 - c. Does the fundraising effort support Havurah's mission and values?
 - d. Is this a fundraising event that our members would likely support?

III. SPONSORSHIP: Guidelines for sponsorship of events

- A. **Prohibited sponsorships.** Havurah will not sponsor any organization, entity, activity or event that is prohibited under A or B of the Facility Use Guidelines.
- B. When a Havurah committee hosts a guest speaker, that event is handled outside this policy, and is considered to be Havurah programming.
- C. **Committee Initiated Sponsorships.** If a committee has already received approval to join another organization involved in promoting social justice, the committee does not need further approval to engage in or sponsor issues, meetings or events at the request of that organization. Otherwise, committees shall get approval of sponsorships from the Executive Subgroup. Requests for sponsorship shall be submitted to the Executive Subgroup as far in advance as possible. If a committee-initiated sponsorship is not prohibited under I. A or B of the Facilities Guidelines and is not perceived as being controversial, deference should be given to the Committee's sponsorship request, provided that:
 1. Funding for any money sponsorship is in the committee's budget;

2. The sponsorship is consistent with the Committee's charge and mission;
3. The statement of sponsorship or support identifies the Committee as the supporting/sponsoring entity;
4. The sponsorship is publicized in the Hakol or Community email as provided below.

Though committee initiated sponsorship requests shall be given greater deference, if a request is perceived by the Executive Subgroup as being very controversial, then it shall be referred to the Steering Committee. If time does not permit Steering Committee consideration of such a request, the request shall be denied.

D. Havurah Sponsorships not initiated by a Committee.

Requests for Havurah Sponsorship (as distinct from Havurah Committee sponsorships) shall be forwarded to the Executive Subgroup with any supporting information. If the request relates to the work of a committee, the Executive Subgroup will solicit input from that committee.

1. The Executive Subgroup will present the request to the Steering Committee, which is authorized to act on the following requests:
 - a. Use of Havurah's name as a supporter or sponsor
 - b. Sponsorship funding requests in excess of \$200, which shall be given greater scrutiny,
 - c. Publicity and/or encouragement of the organization, entity, activity or event in print (Hakol) or on-line (website, community emails, other electronic communication);
2. The Executive Subgroup may decide on a sponsorship request for funding that is within an approved budget line without discussing it with the Steering Committee if the timing of the request does not work with the timing of the Steering Committee's meeting schedule and the Executive Subgroup agrees that the request is not controversial. The Executive Subgroup shall report the decision at the next Steering Committee meeting.
3. If, in the judgment of the Executive Subgroup, a request is controversial, then the request shall be referred to the Steering Committee. If time does not permit Steering Committee consideration of a controversial request, the request shall be denied.
4. The Executive Subgroup or the Steering Committee may refer sponsorship or funding requests to appropriate Havurah Committees (such as Tikkun Olam) or the appropriate decision-maker with respect to other Havurah Funds.

E. Guidelines for Havurah Sponsorship These guidelines leave much leeway for the exercise of discretion. The qualification of a group or event under these guidelines does not necessarily mean that it is in the best interest of the congregation to offer our facilities or sponsorship. In considering whether to allow sponsorship, preference shall be given to the following kinds of events and activities:

1. Events or activities that are primarily focused on education, as opposed to polemic or purely political programs.
 2. Events or activities that support our mission of promoting spirituality, learning, and acts of social responsibility.
 3. Events or activities that support our goal of being an inclusive, participatory community committed to Jewish values.
 4. Events or activities that align with the current work of the congregation through its committee structure.
- F. These guidelines allow for programs, events and activities that express a political viewpoint, but preference shall be made for those events where information content is the primary focus of the program.
1. Educational events may include thoughtful discussions or speakers on overtly political topics.
 2. Organizing events may include parades, petitions or rallies on political issues such as environment, reproductive rights, economic or political oppression.
 3. The bias against purely political events is intended to refer primarily to the prohibition against intervening in political campaigns in support of or opposition to candidates for public office.
- G. **Full disclosure of sponsorship decisions.** All approved sponsorships shall be reported in Hakol and/or the Community e-mail.

IV. **Guidelines for Sponsorship on Issues of Public Policy**

- A. Scope** This section of the policies pertains to any Issue of Public Policy, which includes legislation, ballot measures, and issues involving public dialogue on matters of public importance.
- B. Procedures**
Except as provided in section IV.C below (regarding considerations for sponsorship), the *procedures* for consideration and approval set out in section II of the policies for “Guidelines for Sponsorship of Events” shall apply generally to the *process* for consideration and approval sponsorship on an Issue of Public Policy.
- C. Sponsorship Guidelines on Issues of Public Policy**
1. The following shall be considered when determining whether to approve a request to sponsor an issue of public policy.
 - a. The relationship of the Issue of Public Policy to core Jewish values.
 - b. Whether, and in what ways, the sponsorship is consistent with past positions taken by Havurah Shalom.
 - c. The relationship of the Issue of Public Policy to Havurah’s mission, and its social justice work as embodied in the current work of the Tikkun Olam Cluster and its subgroups.

- d. The identity of other organizations or individuals who are supporters or opponents of the Issue of Public Policy.
 - e. The nature and extent of the resources of Havurah Shalom and its staff and/or members that sponsorship would require.
 - f. Whether the sponsorship is intended to be public-facing or internal within the congregation. As a general matter, a public-facing sponsorship shall receive particularly close scrutiny to ensure that it is appropriate and that it has the requisite approvals.
2. The contents of any written public statement sponsored by Havurah Shalom, such as endorsing or signing a Voters Pamphlet statement regarding a ballot measure, shall be reviewed and approved by the Steering Committee or by its designee as expressly authorized by the Steering Committee.

V. Policies for Use of Havurah Shalom Name by Havurah Members in Public-Facing Settings

- A. Havurah members have the right to publicly identify themselves as a Havurah Shalom member when taking public positions on any matter by any means (including traditional print or broadcast media, social media, in public testimony or statements). However, when doing so the member shall state explicitly that their position is not a position of Havurah Shalom if Havurah Shalom has not officially sponsored the position under the procedures and guidelines of this policy.
- B. When staff of Havurah Shalom are asked, or volunteer, to share their views or thoughts on topics of public concern that touch on their training and experience, it will be expected that these staff members will use their best judgment to determine if they are speaking in their professional capacity at Havurah Shalom, or if they should state that they are speaking for themselves only. In situations that are ambiguous or raise a serious question in their mind, staff should consult with leadership in advance whenever possible, or else state that they do not speak for the congregation.