

Facility Arrangements for an Activity

As early as possible, and no later than two weeks in advance of your activity, inform Rachel Pollak, Office & Facilities Manager (rachel@havurahshalom.org, 503-248-4662 ext. 2) about the following logistical needs:

- **Which room(s)** you plan to use, and the **number/arrangement of tables and chairs**
 - Havurah's small round tables seat eight and work well for events at which food will be eaten. A few larger round tables are available if needed.
 - Rectangular tables are usually used for registration or food and drinks.
 - Unless Rachel tells you otherwise, Havurah's janitors will set up chairs and tables in advance and stack chairs and put away tables afterward.
 - Please request a copy of a set-up map from the office, which you can fill out to indicate the set-up for your event.
- **If you need childcare**
 - Rachel needs to know at least a month in advance if you would like to offer childcare at your activity. Please tell her the times you want the childcare provider to arrive and depart, and the number and ages of kids you expect.
- **How many loaves of challah** you need, if the activity is on Shabbat

If your activity includes music, schedule a meeting with Rachel to **learn how to use Havurah's sound system** or confirm that the Havurah lead musician for the event knows how to use the sound system.

Someone on your tidy-up crew should have **instructions for how to close the building and set the alarm**. You can pick up an instruction sheet in Havurah's office.