

Policies on the Access and Use of Sinai Temple and its Facilities

Adopted March 2, 2002 and amended Nov. '05, Sept. '07 and Jan. 12, 2015.

Users of Sinai Temple and its facilities are subject to the following policies.

General Building Access

Sinai Temple has a proximity card access reader at each of its outside main doors. Temple members in good standing with a need to enter the building frequently or during non-office hours may request that the doors be programmed to recognize a card issued to them (a \$10 deposit is required for the card). The card may then be used at the reader to unlock an entry door for about 8 seconds, allowing entry before it automatically re-locks. If you wish to have one proximity card issued to you, check with the Temple office for details at least a week before your need for access.

Temple members who have gone through security training may request that Temple doors be programmed to remain open for events attended by large numbers of people. Training takes about an hour and should be scheduled at least a week before the event where this special access capability is first needed. The programmed un-lock period must be initiated by entrance of a person with an active proximity card. Contact the Temple office for information on arranging for training.

Key cards to the building and keys for access to areas within the building will be issued on a need basis to individuals or designated members of organizations. This shall be determined by the Administrator in consultation with the Rabbi, President or other appropriate person. Where the need is on a continuing basis, the keys or key cards will be issued on that basis. All key cards and keys will be returned to the Temple office after their use is no longer needed. Keys or key cards needed for a specific event will not be issued until all fees, deposits, and estimated costs have been paid. No damage deposit for a specific event will be returned until all keys or key cards issued for the event have been returned. The \$10 key/card deposit will not be returned if a key or card is not returned. Individuals receiving keys or key cards must be instructed on use of the Temple security system and must sign a receipt acknowledging that they accept responsibility for the key or key card and for the areas accessed.

Use of Building and Facilities

General Policy on Use: The temple building, grounds and facilities are limited to religious events, educational events, simchas, temple business and other activities which are consistent with the mission statement of Sinai Temple. The classrooms, youth lounge and offices will not be available during social events, services, or other congregational activities, unless specifically reserved, and approved, for that event. Unless permitted by the Board, the temple may not be used for political activity or private businesses (except temple members involved in a "hobby" where they may charge a fee to participants. e.g.

self-defense or yoga class).

Procedures for requesting use of space: Any person or organization may request use of Sinai Temple by speaking with the Administrator or Rabbi but the request is not official until such time that a written Space Request Form is submitted to the Temple office and appropriate fees and deposits have been paid. The form must be submitted at least two weeks before the event and no more than 60 days in advance (for a non-religious event). The form must include: a) the need for chairs, tables, etc. and their arrangement; b) whether food will be brought in, if the kitchen will be used, whether alcohol will be used, etc.; c) a designation of the individual or organization who is responsible for the event; d) a designation of a temple member knowledgeable in the operation of the Temple who has been trained in the operation of the security system and who shall be responsible for attending the event and securing the Temple after the event.

Decision-making on use: The Administrator shall determine, in consultation with the Rabbi and President, whether a request for building use is granted and the priority to which it will be given versus other requests for use of the building. The Administrator may refer any decision to the Board of Trustees. All decisions by the Administrator may be appealed by the requesting party to the Board which has the final authority in such matters.

Priority on Use: Official temple business or activities as well as religious school activities take priority over other requests for space. If a conflict arises, then priority is generally in this order:

1. Members in good standing for a family religious event/simcha. E.g. wedding, bar mitzvah, anniversary
2. Jewish organizations other than Sinai Temple. E.g. Hillel, CUJF, CHAI
3. Members in good standing who are participating in or sponsoring a non-religious event. E.g. Boy Scout meeting, archery club dinner.
4. Non-Members whether for a religious event/simcha or non-religious event.
5. Non-Jewish organizations.

Some factors to consider in whether to grant a space request and/or to resolve a conflict between two requests include, but are not limited to: priority as noted above, when requests were made, conflicts with other events, availability of space, and whether the event is in the best interest of Sinai Temple. If the issue arises of whether an event or activity is religious or a family simcha, such decisions shall be determined by the Rabbi. Out of respect to a Bar or Bat Mitzvah and his/her family, only official temple and religious school events may be scheduled on that weekend unless an event will not conflict with Bar or Bat Mitzvah activities and are in the best interest of Sinai Temple.

Members in good standing are not guaranteed use of temple property; use is contingent on availability of space, the use being appropriate, approval being granted and advance payment of applicable fees.

FEES: Usage Fee: This is assessed for members, nonmembers and organizations to partially recover costs that exceed the level required when the Temple is used solely for scheduled services and religious school activities. This helps to offset the increased cost of utilities and upkeep incurred during these time. e.g. heating, air-conditioning, water, etc. The fee also covers general wear and tear of the building/contents as well as insurance liability coverage. The Usage Fee does not include cost of personnel to assist at the event such as cleaning crews, ushers, waiters, choir, etc. These must be paid by the person or organization running the event.

No Usage Fee is assessed in the following situations:

1. Members in good standing for a family religious event/simcha which has no reception, meal, or drinks (except for Kiddush, Ha'motzi).
2. Jewish organizations other than Sinai Temple when the kitchen is not used in any fashion
3. a wedding in the Rabbi's office with no reception to follow
4. temple-approved events approved by the Rabbi or Administrator which only utilize the coffeemaker or no property. E.g. mah jong group.

The Usage Fee must be paid before the event and shall be assessed as follows:

IF THE KITCHEN IS BEING USED IN ANY WAY (cooking, storage of supplies, etc.)

If table/chair setup is necessary:

1. Members in good standing for a family religious event/simcha when NOT TAKING PLACE during religious school, a Friday night service or a bar/bat mitzvah: \$200
2. Members in good standing for a family religious event/simcha when TAKING PLACE during religious school, a Friday night service or a bar/bat mitzvah: \$150
3. Members in good standing who are participating in a non-religious event. E.g. a club dinner: \$150
4. Jewish organizations other than Sinai Temple: \$100
5. Non-Members whether for a religious event/simcha or non-religious event: \$250
6. Non-Jewish organizations: \$250.

If table/chair setup is not necessary:

1. Members in good standing for a family religious event/simcha when NOT TAKING PLACE during religious school, a Friday night service or a bar/bat mitzvah: \$150
2. Members in good standing for a family religious event/simcha when TAKING PLACE during religious school, a Friday night service or a bar/bat mitzvah: \$100

3. Members in good standing who are participating in a non-religious event. E.g. a club dinner: \$100
4. Jewish organizations other than Sinai Temple: \$75
5. Non-Members whether for a religious event/simcha or non-religious event: \$225
6. Non-Jewish organizations: \$225.

IF THE KITCHEN IS NOT BEING USED IN ANY WAY (cooking, storage of supplies, etc.)

If table/chair setup is necessary:

1. Members in good standing for a family religious event/simcha when NOT TAKING PLACE during religious school, a Friday night service or a bar/bat mitzvah: \$100
2. Members in good standing for a family religious event/simcha when TAKING PLACE during religious school, a Friday night service or a bar/bat mitzvah: \$75
3. Members in good standing who are participating in a non-religious event. E.g. a club dinner: \$75
4. Non-Members whether for a religious event/simcha or non-religious event: \$200
5. Non-Jewish organizations: \$200.

If table/chair setup is not necessary:

1. Members in good standing for a family religious event/simcha when NOT TAKING PLACE during religious school, a Friday night service or a bar/bat mitzvah: \$75
2. Members in good standing for a family religious event/simcha when TAKING PLACE during religious school, a Friday night service or a bar/bat mitzvah: \$50
3. Members in good standing who are participating in a non-religious event. E.g. a club dinner: \$50
4. Non-Members whether for a religious event/simcha or non-religious event: \$150
5. Non-Jewish organizations: \$150.

Damage deposit: Whenever a Usage fee is required, then a refundable \$200 damage deposit must be paid before the event (unless reduced or waived). The deposit is used to repair items that have been damaged by its use by individuals, organizations and their guests (above and beyond normal wear and tear). The area to be used will be inspected by temple staff before and after the event. The user will be responsible for damage that exceeds the \$200.

Procedures for requesting a fee reduction, waiver or exchange of fees and deposits:

Any person or organization may request a fee reduction, waiver, or exchange of in-kind services by speaking with the Administrator or Rabbi but the request is not official until it is documented in writing, including by email, to the Administrator. Such request shall include the reasons why the person or group cannot pay the required amount and other pertinent facts (e.g. a lower fee should be assessed because it is a recurring event such as weekly boy scout meetings or in-kind services could be provided such as paying to tune the piano in return for use of facilities for a concert).

Decision-making on Usage Fees and Damage Deposits: The Administrator shall determine, in consultation with the Rabbi and President, the appropriate fees to be assessed and whether a reduced fee, waiver or exchange of in-kind services shall be allowed. The Administrator may refer any decision to the Board of Trustees. All decisions by the Administrator concerning fees may be appealed by the requesting party to the Board which has the final authority in such matters.

Security and Energy Conservation: The last user of a room is responsible for insuring that all fans (except ceiling fans) and lights are off and all windows are closed and locked when they leave the room. The last person to leave the building is responsible for verifying for the entire building that:

1. All lights (including in restrooms), personal fans and heaters are turned off. Ceiling fans are to remain on.
2. All windows are closed and locked,
3. All interior (e.g. sanctuary, pods, library, etc.) and exterior doors are closed and locked,
4. Thermostats have been reset to standard settings and that
5. The security system is armed in appropriate areas (auto-set at midnight unless arrangements have been made with the alarm company or temple office).

Liability: The person or organization arranging for use of the temple shall be responsible for all damage to the building, its components and its contents, stemming from its use.

Policy on Food Service in Sinai Temple: It is Sinai Temple policy that no pork products (such as pepperoni pizza) or shellfish (such as shrimp) shall be served at any function. Out of sensitivity to the feelings and practice of some of our members and guests, anyone planning an event will refrain from serving those dishes that are a mixture of milk and meat (for example, cheeseburgers or meat lasagna). Any question on the appropriateness of a food product should be addressed with the Rabbi in advance of the event.

Whenever the kitchen is used, the person in charge shall ensure that the kitchen is left in the same condition as at the start of the event. This includes, but is not limited to cleaning plates/oven/fridge/counters, taking out trash, putting items away, etc.

Policy on Card Playing in Sinai Temple: It shall be Temple policy to allow non-gambling, social card playing at Board-approved social events.

Policy on Liquor Service at Sinai Temple: It shall be permissible to serve wine or other alcoholic beverages in the Temple, as long as the serving of such beverages is incidental to that particular function. For example, it would be appropriate to serve wine at a wedding or Bar Mitzvah reception, or a cocktail before a congregational dinner. It is the responsibility of those in charge of a function to insure that all local regulations concerning the consumption of alcoholic beverages are followed. The Board does not encourage the use of its facilities where the serving of alcoholic beverages becomes the primary or one of the primary purposes for the event. For example, the Board would disapprove of the Temple facility being used as the site of an "all evening" cocktail party.

Policy on Smoking at Sinai Temple: There shall be no smoking on Sinai Temple property.

Policy on Weapons: No weapons of any kind are permitted on Sinai Temple property, both inside the building and on its grounds.

Removal of Temple Property: It is the general policy that no temple property shall be removed from the temple premises, including museum items. The Rabbi or President may allow exceptions on a case by case basis and only if exceptional circumstances exist.