



**Policy: Chuppah Use**

**Date Approved:** November 25, 2014  
(Replaces Previous Policy Dated: September 16, 2014)

**Approved By:** Board of the Shaar Shalom Congregation

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**Policy Statement**

The Shaar Shalom Synagogue has a chuppah to use for weddings held inside and outside the synagogue. This policy has been developed to describe the terms and conditions for use of the chuppah.

**Definitions**

**Member** – an individual included in one of the following three classes of membership:

1. Single – a Jewish person over the age of eighteen (18) years who is not otherwise included in a Family Membership.
2. Family – includes:
  - A single Jewish adult with one or more dependent Jewish children; or
  - Cohabiting Jewish adults, with or without dependent Jewish children; or
  - Such other definition as designated by the Board.
3. Such other classes as may be designated by the Board from time to time

The synagogue office retains a list of the specific individuals covered under each class of membership

**Policy Objectives**

The objective of the policy is to describe:

1. The process to request to use the chuppah;
2. The terms and conditions of use; and
3. Usage charges.

## **Policy Application**

Requests to use the chuppah are made to the synagogue office. **Use Inside the Synagogue:** For weddings held within the synagogue. The chuppah is assembled and taken apart by the synagogue caretaker. There is no charge to members for this. For non-members, there is \$50 charge.

### **Use Outside the Synagogue:**

When the chuppah is used outside the synagogue, there us a \$50 charge for both members and non-members that is paid at the time the chuppah is picked up at the synagogue. In addition, the user must complete and sign the Chuppah Use Agreement form.

Member requests to use the chuppah will always take priority over requests from non-members.

## **Policy Exceptions**

None identified.

## **Policy Monitoring**

None identified.

## **Forms Included with this Policy as Attachments**

Chuppah Use Agreement (1 page)



## Chuppah Use Agreement

To be completed by the requester (please print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Pick-up date: \_\_\_\_\_ Return date: \_\_\_\_\_

The chuppah will be used at the following location:

\_\_\_\_\_

The chuppah will be transported by:

\_\_\_\_\_

The chuppah will be assembled and taken down by:

\_\_\_\_\_

I agree to ensure the safe transport and return of the chuppah belonging to the Shaar Shalom Congregation. I take full responsibility for it during the time it is outside the synagogue and I will ensure it is returned in the same condition as it left the synagogue. I further take responsibility for any loss, cleaning and repairs related to the use of it outside the synagogue.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date