



Policy: Planning a Function at the Synagogue

Date Approved: September 12, 2017
(Replaces Previous Policy Dated: November 25, 2014)

Approved By: Board of the Shaar Shalom Congregation

Policy Statement

Simchas should be trouble free and enjoyed by all guests and congregants. This policy has been developed to ensure simchas held at the synagogue achieve this goal. The policy describes the requirements for planning a function, the details for executing and cleaning up after the function, and any costs that must be paid to the synagogue.

Definitions

Caretaker – the individual hired to perform custodial services for the synagogue

Function organizer – the individual who is the main contact for the function

Mashgiach – the person designated to ensure the standards of kashrut are being followed at the synagogue

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 a process that ensures:

1. Functions held at the synagogue do not knowingly conflict with other functions in the Halifax Jewish community;
2. The synagogue office, House Chair, Chair of Kitchen, caretaker, the Mashgiach, and other individuals responsible for maintaining standards and policy at the synagogue are aware of the function and are available to provide the advice, support and supervision required;
3. Kashrut is observed within the synagogue; and
4. Charges associated with the use of the synagogue are clearly stated.

Policy Application

Booking the Date:

All functions must be booked with the synagogue office at least four (4) weeks prior to the event and must be approved by the spiritual leader. The function organizer is also responsible for checking with the Beth Israel Synagogue (422-1301) and the Atlantic Jewish Council (422-7491) to ensure there are no conflicts with other functions in the Halifax Jewish community on that date.

Identifying the Requirements:

When the date is confirmed, a work order (attached to this policy) must be completed at least three (3) weeks prior to the event. The function organizer should meet with the House Chair, Kitchen Chair, and caretaker to review the work order. The synagogue office can arrange a meeting for the review. It is strongly suggested that the caterer also participate in the review. As part of the work order review process, the function organizer may:

- Be required to complete a function set-up form (attached to this policy) to identify how the caretaker will set-up for the event; and/or
- Be provided with a copy of the Kashrut and Kitchen Use Policy and agree to comply with this policy.

The function organizer will be apprised of any costs that will be charged by the synagogue and must make arrangements for payment with the synagogue office.

Service Requirements and Responsibilities:

The office will book the kitchen for the caterer for the days and times specified on the work order.

Caterer Responsibilities:

- The caterer must adhere to the Kashrut and Kitchen Use Policy and be supervised by a Mashgiach.
- Styrofoam and paper products (other than napkins) are not to be used.

Caretaker Responsibilities:

- The caretaker is responsible for the general setup of tables, chairs, and linens as per the function set-up form. The caretaker is also responsible for disassembly and storage of those items.
- The caretaker is responsible to clean, mop and vacuum floors.
- The caretaker is responsible for the removal of garbage.

The above listing is the normal practice. Any additional caretaker services are deemed to be at extra charge. Examples are: use of custodial staff as servers, bartenders, busing work, unusual hour services, and extraordinary spills on the floor, carpet stains beyond normal reasonable wear and tear, usage of rooms or space beyond normal. The House Committee is the sole arbiter of what is, and is not, normal. It is the responsibility of the function organizer to determine prior to usage what might be deemed as extra.

Deliveries:

Flower and food delivery should be made during office hours to the Pepperell Street door. The office must be made aware of expected deliveries to ensure they are scheduled when the caretaker is available.

Charges

Charges for functions held at the synagogue include (as applicable) a flat rental charge for use of the facility, an hourly charge for overhead costs, and food service charges:

Only members qualify for member rates. When part of a ritual or life cycle event for a non-member, non-member rates for facility rental and hourly charges apply, even if a member is paying the bill.

Facility Rental Charges

Main Auditorium:

Members	\$ 125.00 (This fee may be waived for members as detailed in the Policy Exceptions section)
Non-Members	\$ 200.00
Jewish Organizations	\$ 125.00

This charge is for the function day. If more than the usual set-up time is required, there could be an additional rental charge.

Auditorium Kitchen:

Members -	\$ 50.00 per day (or partial day) of actual usage
Non-Members -	\$100.00 per day (or partial day) of actual usage

This charge is for use of the kitchen on days other than the function day.

Upstairs Kitchen:

Members -	\$ 50.00 per day (or partial day) of actual usage
Non-Members -	\$ 100.00 per day (or partial day) of actual usage

This charge is for use of the kitchen on days other than the function day.

Upstairs Social Room:

Members - \$ 50.00 (plus \$25.00 if hall set-up is requested)
Non-Members - \$ 75.00 (plus \$35.00 if hall set-up is requested)

Library:

Members - \$ 50.00
Non-Members - \$ 75.00

Hourly Overhead Charges

This charge represents overhead operating costs incurred by the synagogue, such as power, hot water, heat, custodian services and custodial supervision.

Members - \$ 40.00 per hour with a minimum 3 hour charge (\$120.00 minimum)

Non-Members - \$ 80.00 per hour with a minimum 3 hour charge (\$240.00 minimum)

This charge is applied to the set-up, tear down and function hours. It is not charged on hours when only the kitchen is being used.

Food Service Charges

If there is food service involved in any rental, there is a per person charge of \$1.00 to cover the cost of using the synagogue dishes, cutlery, glassware, etc. If paper plates and plastic cutlery are used, the per person charge is \$0.50.

Linen Charges

If linens are requested for an event, function organizer will be billed for the cost to laundry the linens.

Policy Exceptions

Charges:

Members are not charged for use of the main auditorium for religious services, i.e. weddings, Bar or Bat Mitzvahs, Ufrufs.

Charges for sponsoring a kiddush are detailed in the Kiddush Sponsorship Policy.

Policy Monitoring

None identified.

Forms Included with this Policy as Attachments

- Work Order (3 pages)
- Function Set-Up (2 pages)



WORK ORDER

A work order must be submitted to the synagogue office at least **three (3) weeks** in advance of the function.

Date Submitted	
Date and Time of Function	
Name of Function Function Organizer Billing Information	
Rabbi Approval	Yes <input type="checkbox"/> No <input type="checkbox"/>
Kitchen Approval	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have booked an appointment with the office to discuss specific setup details	Appointment Date and Time: _____
Rooms to be reserved	

Number of people expected	<u>Note:</u> When planning a Shabbat Kiddush, the synagogue normally has approximately 30 regular worshipers who will have the option of attending the Kiddush.
Will your function involve food on the premises (i.e. the use of the kitchen)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If “yes”, it is imperative that you follow specific food functions instructions in the section below.
Special requirements or requests	

Food Functions at the Shaar Shalom Synagogue

Kitchen Supervision	I understand that all food functions at the synagogue require supervision. Yes <input type="checkbox"/> No <input type="checkbox"/> I have received a list of Mashgichim from the office and intend to hire one of them. Yes <input type="checkbox"/> No <input type="checkbox"/> Name of Mashgichim _____
Caterer’s Name and Contact Information	 *If caterer is new to the synagogue’s kitchen, please inform caterer that a one-hour orientation with Lysa April, Chair of Kitchen, will be required

Menu

(Please provide full detail.)



FUNCTION SET-UP

Please complete this form and submit it to the caretaker or the synagogue office to ensure the synagogue is set-up for your function.

Function Organizer: _____

Function Date: _____

Function Time: _____

Number of Guests: _____

Type of function:

Meeting

Dinner

Luncheon

Kiddush

Table arrangement:

Buffet

Sit-Down

Number of People to be Served: _____ Number of Tables: _____

Number of Chairs: _____ Head Table: Yes No

Facilities to be used:

Upstairs Social Room

Upstairs Kitchen

Number of Days: _____

Auditorium

Downstairs Kitchen

Number of Days: _____

Other:

Bar: Yes No

If “yes”, provide details: _____

Soft Drinks: Yes No

If “yes”, provide details: _____

Microphone: Yes No

Music: Yes No

If “yes”, provide details: _____

Flowers: Yes No

If “yes”, provide:

Florist Name: _____

Florist Telephone Number: _____

Number of Pieces: _____

Delivery Date and Time: _____