



**Policy:** Renting Synagogue Space

**Date Approved:** June 21, 2023  
(Replaces *Planning a Function at the Synagogue Policy* Dated: September 12, 2017)

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

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## POLICY STATEMENT

This policy has been developed to ensure events held at the synagogue are trouble-free and enjoyable for congregants and guests. The policy outlines all requirements for renting synagogue space as well as planning and executing a function, including fees and responsibilities.

## DEFINITIONS

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

**Renter** – the individual or organization who is the main contact for the rental/function.

**Long-term Rental** - a rental that involves the daily use of a specific space for more than 6 consecutive months per year, meaning the space is not available for any other rental during that time.

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

**Member** – a person included in one of 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 office retains a list of those included in each class of membership.

**Short-term Rental** – a rental that involves the use of a specific space on multiple days, not exceeding 26 days per year.

## POLICY OBJECTIVES

The objective of the policy is to describe a process that ensures:

1. Rentals/functions at the synagogue do not knowingly conflict with other functions held in the Halifax Jewish community;
2. The synagogue staff and volunteers responsible for maintaining standards and policy at the synagogue are aware of the rental/function and available to provide any advice, support, and supervision required;
3. Kashrut and Chagim are observed within the synagogue; and
4. Charges associated with the use of space within the synagogue are clearly stated.

## POLICY APPLICATION

### Type of Rental

The responsibilities described in this policy apply to daily, short-term, and long-term rentals. Rental fees are the same for daily and short-term rentals, but depending on the nature of the short-term rental, the caretaker charges may be modified.

Fees for long-term rentals must be approved by the Board on a case by case basis and must include acceptable proof of insurance coverage for:

1. Belongings in the event of fire, theft or damage;
2. Damage caused by the renter; and
3. Accidental injuries incurred while on the Shaar Shalom property.

### Rental Priority

Member requests to rent space will always take priority over requests from Jewish organizations and non-members.

### Renter Responsibilities

The Renter agrees to the following:

1. Renters must confirm with the office that they have checked to ensure there are no conflicts in the Halifax Jewish community, particularly the Beth Israel Synagogue and the Atlantic Jewish Council, when they book the date with the synagogue office.
2. Renters agree to book with the synagogue office four (4) weeks prior to the event (if possible) and must have approval from the spiritual leader before proceeding with planning.
3. Renters agree that when the synagogue confirms the rental date, a work order (attached to this policy) will be completed at least two (2) weeks prior to the date (if possible).

4. Renters agree to meet with the appropriate Shaar Shalom staff and/or volunteers in advance of a rental to receive guidance on appropriate use of synagogue spaces and/or application of synagogue policies.
5. Renters agree to observe Shabbat and Chagim in the Shaar Shalom, including use of electricity, phones and writing materials.
6. Head coverings are to be worn as per Shaar Shalom custom.
7. Renters agree to comply with the Shaar Shalom *Kashrut and Kitchen Use Policy* in all synagogue spaces.
8. Renters will be apprised of all costs as detailed in this policy and must arrange for payment with the synagogue office.
9. Renters agree to be supervised by Shaar Shalom staff and/or volunteers while renting synagogue space.
10. Renters will not use Styrofoam products and will minimize the use of disposable dishes, cutlery, etc. Note: Rental fees include use of the synagogue dishes, cutlery and glassware.
11. Smoking is prohibited within the synagogue.
12. Renters will provide a certificate of insurance if requested by the Shaar Shalom office.
13. Renters agree to abide by all rules of law for Nova Scotia and Canada.
14. Renters agree to follow all current Nova Scotia Public Health policies.
15. All spaces used during the rental must be left clean and tidy, and any equipment used during the rental is to be in the same clean, organized, and working order as provided for the rental.

### **Caterer Responsibilities**

The caterer agrees to the following:

1. The caterer must adhere to the *Kashrut and Kitchen Use Policy*, including being supervised by a Mashgiach
2. The caterer must ensure that Styrofoam products are not used.
3. The caterer is responsible for properly sorting recyclables.

### **Shaar Shalom Office Responsibilities**

1. The office will apprise renters of all costs as detailed in this policy and make arrangements for payment.
2. The office will notify the spiritual leader of the rental and obtain his approval.
3. The office will provide renters with the names and contact information for staff and/or volunteers whom the renter must contact to receive guidance on standards and policy at the synagogue and to provide any advice, support, and supervision required;
4. If applicable, the office will book the kitchen for the caterer for the days and times specified on the work order.

### **Caretaker Responsibilities**

The caretaker is responsible for:

1. The general setup of tables, chairs, and linens as per the approved work order, as well as disassembly and storage of the items after the event.
2. Light cleaning, mopping, and vacuuming floors before and after the rental/function.

3. Removal of garbage/recycling after the rental/function.

Note that the estimated basic cost of providing these services is included in the rental charge.

Should the rental/function require more extensive caretaker services, the renter will be charged an additional \$25/hour. Additional charges are applicable when:

1. The caretaker is asked to work as a server, bartender, busser or dishwasher.
2. Additional caretaker time is required due to failure to properly clean up after the rental/function, sort garbage and recyclables, and when there is extraordinary damage to the synagogue space including spills, carpet stains, or damage to furniture.

#### Charges for Renting Spaces in the Synagogue:

Number of attendees	Event includes	Rental Fee per day (or partial day) <u>during regular caretaker hours</u>		
		Member	Jewish Organization	Non-Member
Up to 20	No food or snacks only*	\$50	\$50	\$100
	Food service	\$150	\$150	\$300
21 - 60	No food or snacks only*	\$100	\$100	\$200
	Food service	\$300	\$300	\$500
61 - 99	No food or snacks only*	\$200	\$200	\$400
	Food service	\$500	\$500	\$700
100+	No food or snacks only*	\$300	\$300	\$500
	Food service	\$900	\$900	\$1200
Additional Rental Costs per day				
		Member	Jewish Organization	Non-Member
Main Kitchen or Upstairs Kitchen (prior to day of event)		\$50	\$50	\$100
Additional Caretaker Costs				
When caretaker is required to work <u>outside regular caretaker hours</u>		\$25/hour	\$25/hour	\$25/hour
Any event extending beyond four (4) hours				\$25/hour

\* Snacks include tea, coffee, juice, cookies, and bags of chips approved by a Mashgiach.

\*\* Food service includes use of the kitchen for personal or caterer use and use of dishes.

### **Linen Charge**

If linens are requested, the renter will be billed for the cost to launder them.

### **Deliveries**

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

## **POLICY EXCEPTIONS**

Members are not charged for use of the main floor auditorium for religious services, i.e., weddings, B'nai Mitzvah, 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 (4 pages)



## WORK ORDER

Complete Sections 1 and 2 and submit to the synagogue office at least **two (2) weeks** prior to the rental/function. Sign and date Section 3 after completed by the office.

Date Submitted		
Section 1		
Date and Timeframe of Rental		
Purpose of Rental		
Name of Renter and Billing Information		
Number of People Expected		
Dates and Rooms to be Reserved		
Staff and/or Volunteers the Renter Must Contact to Receive Guidance, Advice, Support, and/or Supervision Required	Name of Staff/Volunteer (provided by office)	Contacted
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

Requirements or Requests	Provide details of the type of function (s) and any specific room arrangement(s).
	Bar set up: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
	Microphone required: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
	Music: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
	Floral Arrangements: Yes <input type="checkbox"/> No <input type="checkbox"/> Details (including Florist name, contact information, and delivery date)
	Anything else?
Will your rental involve preparing and/or serving food in the synagogue?	Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes", complete Section 2.

Section 2	
Food Permitted in the Synagogue	I am aware of the <i>Kashrut and Kitchen Use</i> Policy and agree to comply with it.    Yes <input type="checkbox"/> No <input type="checkbox"/>
Kitchen Supervision	I understand that all food functions at the synagogue require supervision. Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Mashgiach	
Caterer's Name and Contact Information (if applicable)	
<div>Menu</div> <div>(Please provide as much detail as possible or attach menu.)</div>	



Section 3	
Spiritual Leader Approval	Yes <input type="checkbox"/> No <input type="checkbox"/>
Estimated Rental Costs (include calculation)	
I agree to the terms and conditions of renting space at the Shaar Shalom Synagogue.	
_____ Signature of Renter	_____ Date