

CONG. BAIS YITZCHOK CHEVRA THILIM, ELIZABETH, NJ

POLICY FOR USE OF SHUL FACILITIES OR SPONSORING EVENTS

PURPOSE: To describe the standards and policies for using Congregation Bais Yitzchok Chevra Thilim facilities, hereafter referred to as the *SHUL*, for recurrent and special events throughout the year.

1. **WEEKLY KIDDUSH SPONSORSHIP:**

a. **GENERAL RESPONSIBILITIES OF SPONSOR:**

- (1) Reserve and clear date for Kiddush using Sign-Up Sheet downstairs and discussion with Gabbai.
- (2) Coordinate speaker for Kiddush with Gabbai. Sponsor has priority of speaker choice.
- (3) All food items will come from an approved Kosher source. No food prepared at home will be allowed.

b. **REGULAR KIDDUSH:**

- (1) **CHARGES:** : Set up for 60 -80 people and use of up to nine (9) tables. Sponsors will be charged \$60.00 with the Shul absorbing the remaining cost (Estimated total cost is between \$1.50 - \$2.00 p/p or \$120 total cost)
- (2) **PROVIDED BY SHUL:**
 - (a) Chopped and pickled herring, *Tam Tams*, cookies, soda, liquor, paper goods and set up. Sponsors may enhance the Kiddush at their own option and cost with cakes and other items from an *approved source*.
 - (b) When there is more than one sponsor for a Regular Kiddush, the charge remains \$ 60.00 per sponsor.

2. **SPECIAL KIDDUSH:** Sponsorship of a special event or occasion for 80 or more people, e.g., Bar/Bat Mitzvah, Ufrauf, etc.

a. **RESPONSIBILITIES OF SPONSOR:**

- (1) All coordination items as with regular Kiddush, to include speaker.
- (2) Besides items listed below, sponsor will provide liquor for men's and women's tables. If no liquor is provided, an added fee will be charged for any provided by the *Shul*.

b. **CHARGES:**

- (1) When *Shul* resources are used (*Shammus* services, supplies, and food), the full charge of \$120.00 will apply for up to 80 people and \$10.00 per table set up over nine tables.
- (2) A total of 16 tables can be set up.
- (3) Charge for extra or special services of the *Shammus* (special set up, cutting large amounts of cake or other food, etc.) will be agreed upon

between the President or his representative, and sponsors and will vary depending on the services requested.

- (4) When the *Shammus'* services are used but food is from an outside source, \$50.00 fee will apply for the *Shammus*.
- c. **MULTIPLE SPONSORS:** When many families join to sponsor a Special Kiddush, such as the Kiddush hosted by parents of graduates each year, coordination of the charges and arrangements will be made with the President.

3. OTHER FUNCTIONS:

- a. *Ufrauf* or Bar/Bat Mitzvah: On Shabbos a \$100.00 donation will secure eight *Aliyos* and other honors, including who will *daven* for the *Amud*, if desired.
- b. Luncheons: When a luncheon follows an *Ufrauf* or Bar/Bat Mitzvah or is arranged for *Shevah Berachos*, and arrangements are made with the *Shammus* to provide support, extra charges and *Shammus* fees will be coordinated with the President or his representative.
- c. *Bris*: Responsibilities of sponsor:
 - (1) Coordination of date and time of event and location of *davening* and any meal or reception, with special coordination with *Shammus* for set-up details.
 - (2) All food items and supplies will be the responsibility of the sponsor. The *Shul* cannot provide catering for events other than Kiddush and related functions.
 - (3) Fee for use of facilities is \$50.00 for members and \$100 for non-members.
 - (4) Payment for extra or special services of the *Shammus* will be handled between the sponsor and the *Shammus*.
- d. Non-ritual Functions: Due to limited staff, functions which are not linked to a religious function or ritual can not always be supported. These may include luncheons or dinners associated with religious functions mentioned above. Early coordination is essential in these cases. The Congregation President or his representative, in consultation with the Board will be the deciding party in such cases. A user fee of \$50.00 will apply for such usage for members and \$100 for non-members.
- e. Whenever the Shul facilities are used a Shul representative must coordinate its use.

4. GENERAL GUIDELINES:

- a. When outside sources are used for food, sponsor must insure tables and chairs/benches are replaced to normal position after use of facility, within *Shabbos/Yom Tov* restrictions.
- b. Serving pieces and utensils, coffee urns and other appliances and items brought into the *Shul* will be removed at the earliest opportunity.
- c. Disposition of left over food must be taken care of as soon as possible after the event. If no clear instructions are given about remaining food or supplies it will be

- assumed the Shul may dispose of these items as deemed proper.
- d. Sponsor will ensure caterer or food provider removes garbage and other refuse at the conclusion of the event.
 - e. Kitchen facilities are *Milchig/Dairy*.
 - f. Payment for use of *Shul*, sponsorship of Kiddush or other events should be made to *Congregation Bais Yitzchok - Chevra Thilim* before or immediately after the event.
 - g. As appropriate, the contents of this policy will be reviewed with those providing sponsorship or using facilities to ensure understanding and compliance with these guidelines.

Updated January 2006