



## **I. WHO MAY USE FACILITIES**

A. MEMBERS. Members in good standing and their immediate families may reserve Synagogue facilities on a priority basis and for reduced fees. Good standing requires that dues and building fund pledges be current at the time the reservation is made. Immediate family includes members and their unmarried children.

B. NON-MEMBERS. Non-members may request the use of the Synagogue facilities for life-cycle events, subject to the non-member fee and no earlier than twelve months prior to the scheduled event.

C. SYNAGOGUE-SPONSORED GROUPS. Synagogue committees and havurot, and other groups which are affiliated or otherwise endorsed by the Synagogue, may use Synagogue facilities without a fee, subject to prior scheduled events and other Synagogue sponsored activities. As such, these groups are asked to schedule major events as far in advance as possible. To the extent possible, regular meeting schedules should also be approved in advance to avoid unnecessary conflicts or crowding.

D. OUTSIDE GROUPS. Appropriate outside groups, such as charitable, educational, civic, and social action groups may request the privilege of using CBH facilities subject to the fee schedule. Scheduling is subject to prior reservations for life cycle events and synagogue-sponsored events. Synagogue-sponsored and outside events having particular relevance to the congregation and the Jewish community are preferred. However, any event for outside groups requires the express prior approval of the Board. If required, an appropriate release and a certificate of public liability insurance must be provided for the event, including recurring uses.

The Board at its discretion may choose to waive this requirement.

These policies and non-member rates will apply even if a CBH member is affiliated with the group in question.

Congregation Beth Hatikvah reserves sole discretion to deny the use of its facilities to any group regardless of prior uses by the same or other groups.

## **II. PURPOSES AND PRIORITIES OF USE**

A. SERVICES AND RELIGIOUS SCHOOL. First priority will be given to use of facilities for scheduled services and Religious School classes.

B. MEMBER CELEBRATIONS OR EVENTS. Next priority for use of CBH facilities will be given to members' private luncheons, dinners, and receptions. Arrangements must be made well in advance for participation by the Rabbi in any religious observance or ceremony at the Synagogue. Participation of outside clergy requires approval from the CBH Rabbi.



C. SYNAGOGUE ACTIVITIES. Third priority will be given to events planned by Synagogue committees and havurot, other CBH-sponsored groups, and special events planned by the Religious School. These events may have Jewish content or be designed as fund-raising or social events.

D. NON-MEMBER CELEBRATION OF LIFE CYCLE EVENTS. Fourth priority for use of CBH facilities will be given to non-members' celebration of life cycle events, subject to all of the reservation restrictions described herein. Participation of outside clergy requires approval from the CBH Rabbi.

E. OUTSIDE GROUPS. Subject to the limitations set forth above and in Section III (Allocation of Facilities), outside, community service, not-for-profit groups may request the use of CBH facilities for social, cultural or other programmatic purposes which are otherwise consistent with the character, purposes and physical limitations of the Synagogue.

These policies and non-member rates will apply even if a CBH member is affiliated with the group in question.

Unless such an event is officially co-sponsored by CBH or a CBH committee or havurah, publicity and programmatic materials for such an event should not in any way imply such sponsorship by or affiliation with CBH. All publicity and programmatic materials must be submitted for approval to the CBH Communications chair for prior approval. The use of CBH mailing lists by outside groups is strictly limited pursuant to Board approval.

Any Jewish organization holding a service or function at CBH must include in its publicity, programmatic materials, and on a signboard set up in CBH's foyer, the following statement:

“(Name of organization) gratefully acknowledges the use of Congregation Beth Hatikvah's facilities for this event.”

F. POLITICAL CANDIDATES. CBH recognizes that it may serve both its congregants and the wider community when it is used as a forum to educate the public on issues of public concern or to increase awareness of the views of holders of, and candidates for, public office. Therefore, CBH may allow the use of its facilities for such purpose, subject to the order of priorities as set forth in the previous paragraphs. No fund-raising shall be permitted at such events.

Such events must include in all publicity, promotional and/or programmatic materials, and on a signboard set up in CBH's foyer, the following statement:

“Congregation Beth Hatikvah is making its facilities available for this event as a public service, and its doing so is not to be considered as an endorsement by CBH, its clergy, or its officers of any political party or group, or of any candidate for public office.”



G. COMMERCIAL USES. All fees charged will be at non-member rates, or negotiated for longer terms than one-time usage. CBH reserves the right to refuse any commercial use in the future despite having granted such use in the past.

### III. ALLOCATION OF FACILITIES

A. USE OF PARTICULAR FACILITIES. Allocation of particular facilities will be based on (1) the use priorities outlined above under Section II, (2) anticipated size of event, (3) the nature of the event as appropriate to a particular facility, (4) demands on CBH maintenance staff, (5) conflicts with concurrent, prior or following events scheduled for the same or adjoining facilities, and (6) legal or other relevant considerations, at the sole discretion of the Board.

Concurrent events in different parts of the building can be scheduled at the discretion of the Facilities committee.

B. HOURS OF USE. In accordance with the fee schedule and subject to availability, the normal rental will be for a four-hour period. An additional one hour for set-up and one hour for clean-up are included in the fee, for a total of six hours.

To offset increased maintenance and operating costs, if a function or activity runs over four hours, each additional hour or fraction thereof will result in a charge of \$75.00. Each additional hour or fraction thereof of set-up and/or clean-up time, when a maintenance person is not normally scheduled to work, will result in a charge of \$30.00.

All functions and activities must be over, and all participants and service personnel must exit the premises by 1:00 a.m., unless other arrangements have been approved in advance by the Facilities committee.

C. USE OF FACILITIES. The contracted facility is to be used only by the signer of the contract (the User), who must be present during the event, and guests.

While using the CBH facility, the User and guests are limited to the portions listed in the contract. All other parts of the building are strictly off limits. Children may not roam unattended or use the classrooms. Respect for the Synagogue premises is expected at all times.

Users should exercise appropriate restraint regarding musical selections and dancing exhibitions which may be offensive in the Synagogue setting. Music lyrics should not encourage violence or disrespect of any group. Activities—dances, themes, costumes, games—should be similarly appropriate.

The User shall use the portion of the facilities designated for its use solely for the purpose described in the contract and for no other purpose. The User must recognize that CBH may be used simultaneously by clergy and/or Religious School faculty. The User is



responsible for maintaining appropriate, non-disruptive levels of noise and activity.

**D. HOW TO RESERVE FACILITIES.** All requests for reservations begin with an Event Request/Reservation Form available from the Synagogue office or the CBH website. No reservation shall be considered firm until a CBH Acknowledgement of Request Form has been executed by the User and an authorized official of the Synagogue, in writing, and any required deposit is received by the Synagogue.

**E. USE FEES.** Fees for use of CBH facilities are established by the Facilities Committee and approved by the Board. A complete current schedule of fees is available from the Synagogue office or the CBH website.

CBH's Board may at its discretion (which can be re-visited annually or earlier if deemed necessary) waive some or all of these stated charges for charitable or non-profit community-based organizations.

These policies and non-member rates will apply even if a CBH member is affiliated with the group in question.

When a fee is required, a deposit of 50% is due with the Acknowledgement of Request form. The deposit set forth is not refundable in the event of cancellation by User within thirty days of the scheduled event. The deposit set forth is fully refundable, less a \$100 administrative fee, should User cancel sooner than thirty days before the scheduled event. The fees set forth are due and payable in full on the business day before the scheduled event.

The presence of the CBH custodian is required during every private event, and the User must pay CBH a custodial fee of \$30.00 per hour. In the event that any extraordinary set-up and/or clean-up services are required of CBH, User also agrees to pay CBH additional fees in the amount of \$30.00 per hour for said services.

A \$500.00 facility damage/cleaning/unforeseen expense (such as excessive internet or phone usage) deposit is required in addition to the use fee. User assumes all responsibility, and will fully indemnify CBH, for any and all damages caused by the User, or by its employees, agents, vendors, guests, licensees, and invitees. CBH will utilize this deposit to pay for any damages to the facilities occasioned by or connected with User's use thereof, or to pay for any actual Facility fees in excess of estimates already paid. Any remaining deposit will be returned within 14 days of the conclusion of the event, with itemized adjustment for any deductions.

Facility damage and liability deposits for recurring use of the facility will be negotiated at the time of contract.

**F. OUTSIDE GROUPS.** Outside groups may not reserve the Social Hall earlier than twelve months in advance. The Religious School may occasionally require use of the



---

Sanctuary between 3:00 p.m. and 6:00 p.m., Monday through Thursday, and on Friday mornings from 10:00 a.m. to 12:00 noon for B'nai Mitzvah training. If this conflicts with a recurring use, alternate space in the building will be provided for the User.

#### IV. EQUIPMENT USE

A. SOUND EQUIPMENT. No CBH equipment may be used without prior consent of the Facilities Committee. A separate damage deposit (see III, E) may be required. No CBH property may be removed from the premises.

If User decides to use CBH's house sound system for a non-service event, a minimum fee of \$100 (depending on extent of use) will be charged.

Entertainers hired by User are responsible for providing any additional equipment needed.

B. TABLES AND CHAIRS. Use of CBH's 13 long tables (each table seats 10) and 377 chairs (152 high-back padded gray chairs, 48 low-back padded gray chairs, 11 low-back padded chairs, 86 white plastic folding chairs, 53 black padded metal folding chairs, 27 tan metal folding chairs) is included in the Facility fee. The User must make arrangements to provide additional tables and chairs at their own expense and effort.

CBH can accommodate any set-up requirements, provided information is given to the Facilities Chair at least 30 days prior to the event.

CBH table linens may be used by members, and must be returned to CBH laundered, and in a timely fashion. Non-members must supply their own table linens.

C. RITUAL OBJECTS. At no time may the Torah scrolls or Torah accoutrements or other CBH ritual items be touched or used without express permission of the Rabbi and the Board of Directors.

D. RELIGIOUS SCHOOL SUPPLIES. Supplies purchased by the Religious School may not be used for private events.

E. REMOVAL OF PROPERTY. All property, goods, equipment, gifts, and/or beverages that are brought in must be removed immediately following the event unless alternative arrangements have been made. In no circumstance will the congregation assume responsibility for any loss of property.

F. CATERER/OUTSIDE VENDOR. If any outside vendor, such as a DJ, band, florist, entertainer, or caterer is engaged, please submit such vendors' names, addresses and telephone numbers to the Scheduling Coordinator at least 30 days in advance of the occasion.



Staff at CBH is either part-time or volunteer, and so hours are limited when the building is open for deliveries or prep work by caterers and/or other vendors. All deliveries and access to the building must be coordinated with the CBH Office Administrator (908-277-0200) whose regular hours are 9:00 a.m. to 2:00 p.m., Monday through Thursday, and 9:00 a.m. to 1:00 p.m. on Friday. Access to the building outside of these times must be arranged ahead of time; contact the CBH Office Administrator.

Deliveries, prep work, installation, etc. can only take place during hours when the Office Administrator is present, or during hours when the bar or bat mitzvah family has arranged for a CBH Board member to be present. Please note that no delivery or work of any kind may take place in the sanctuary or social hall during the bar or bat mitzvah service rehearsal.

Storage space is limited, and availability is subject to the needs of other Synagogue events.

If providing food for an event, Users are asked to adhere to the following guidelines. Neither the caterer nor the food need be kosher, but in no circumstance shall any meat (including beef, chicken or other fowl, or pork products) or shellfish (such as crab, lobster, shrimp, mussels, clams, etc.) be served. Many processed foods contain meat derivatives, especially sauces. Care should be taken to be sure that food served at CBH does not use meat/shellfish products of any sort.

Caterer or User must remove all food after event, unless other arrangements have been made with the Facilities Committee. The Community Foodbank of New Jersey, located in Hillside, will pick up donations of food prepared by a certified kitchen or caterer that has not been served or placed on a buffet. The packaged, unused, clearly marked food from your *simcha* celebration can, by prior arrangement with the Facilities Committee, be left in the CBH freezer for Monday pick-up by the Community Foodbank. Schedule a pick-up one week or more in advance by calling 908-355-3663, ext. 304. Visit [www.njfoodbank.org](http://www.njfoodbank.org) for more information. Summit Helping Its People (SHIP) will also accept donations of leftover food, even if it has been set out on a buffet. Please arrange for pick-up or drop-off of food donations to SHIP by calling Richard Nelson (908-273-3271) or Jim Barratte (908-522-1303).

Caterers must provide all labor associated with set-up, serving, clearing, clean-up and dishwashing. The kitchen must be left neat and “broom clean”; failure to leave the kitchen in a clean condition will result in the assessment of a cleaning charge against the caterer’s deposit and/or the User’s \$500 damage/cleaning deposit.

Trash must be bagged and taken out to the dumpster in the fenced-in area at the back of the parking lot. Recycling should be rinsed and placed in the marked recycling container in the kitchen.

If food is to be set up in the Teen Lounge, such set-up can only begin after 10:00 a.m. or 10:45 a.m., depending upon the needs of the Religious School for that space, and subject



---

to permission by the Religious School director. All food set up should remain covered and/or attended until Religious School students have exited the building at 11:30 a.m.

Classroom doors, hallways, and moveable walls must not be blocked either during or prior to the event. If permission is given for a classroom to be used for storage, the classroom configuration must be restored after the event. Similarly, if furniture from the Teen Lounge is moved, afterward it must be moved back into place.

Paper goods (cups, plates, napkins, tablecloths, etc.) and other equipment (pots/pans, cooking and/or food serving utensils, trays, water pitchers, coffee urns, etc.) purchased by CBH may not be used for any private event.

G. ALCOHOLIC BEVERAGES. User acknowledges and agrees to accept all responsibility for the consumption of alcoholic beverages (liquor, wine, or beer) on CBH property and agrees to sign a waiver to release CBH from all claims of liability for any incidental, indirect, special, consequential or exemplary damages which may arise directly or indirectly out of the consumption of such alcoholic beverages. Toward that end, User agrees to ensure that alcohol is not made available to minors and that guests do not consume to excess.

A daily “social affair” permit is required from the State Alcoholic Beverage Control Commission (fee of \$100 a day, with limits on how many will be granted each year) if alcoholic beverages are offered for sale or in connection with an event which is open to the public, for which a fee or admission is charged or where fund raising or donations take place. A permit is not required if alcohol is provided at members-only functions, or for private, invitation-only events (such as weddings or b’nai mitzvah) as long as such alcoholic beverages are not sold by the glass. Thus, no alcoholic beverages shall be sold or served at any event not limited to the membership of CBH or by invitation only, without the permission in writing of CBH’s Board of Trustees and the obtaining at the User’s sole cost and expense of any required permits or licenses.

H. DECORATIONS. No decorations of any kind are to be affixed to any part of the building.

Only candles used in ritual observances or within enclosed containers, i.e. votive candles, or pillar candles securely placed on non-flammable surfaces, will be permitted. No tapers are allowed.

No smoke or fog machines are allowed; these may cause the alarm system to sound, leading to a forced evacuation and automatic response from the fire department.

No glitter, confetti, metallic “tinsel,” or rice is allowed; they cannot be vacuumed.

No light ropes; breakage leads to permanent stains.

I. SMOKING. There is no smoking allowed anywhere in the building.



J. LOSS OR DAMAGE. Neither Congregation Beth Hatikvah nor its officers or employees assume any responsibility for loss or damage to any property brought into the building by individuals or organizations. All items for an activity should be brought in only immediately prior to the event. Safeguarding of these items is the sole responsibility of the person or organization reserving the facility.

K. TRAFFIC CONTROL AND SECURITY. It is the responsibility of User to notify the Summit police (908-273-0051) if a particularly large crowd and heavy traffic are expected.

Parking is allowed in the 37-space CBH parking lot and in the approximately 64 legal parking spots on either side of the street outside the Synagogue. Schechner Lifson, owners of 4 Chatham Rd., will allow CBH congregants to utilize its 85-space parking lot (leaving free the parking spots immediately in front of the entrance to the building) during non-business hours if there is not enough on-street parking.

There are two marked handicapped parking spaces in the CBH lot; a wheelchair accessible ramp runs from the parking lot to the back door.

In the event User's use of the facility requires crowd control, restrictions on admissions, parking lot security and/or security for personal belongings, or special security personnel, said services and personnel shall be the sole and exclusive responsibility of User and shall be at User's cost and expense.

For all events at which children under the age of 18 will be present, it is the responsibility of the User to ensure that such children behave appropriately and maintain proper respect for Synagogue property. Consideration should be given to the assignment of chaperones (persons specifically designated to supervise such children) in the following ratio: if the number of children is from 20 to 40, two chaperones, with one additional chaperone in increments of each 20 children thereafter.

## **V. MATTERS NOT COVERED**

Any decision concerning a matter not specifically covered by this Plan shall rest solely within the reasonable discretion of the Board of Trustees of Congregation Beth Hatikvah or its Facilities Committee.

## **VI. MISCELLANEOUS PROVISIONS**

The only events ordinarily allowed in the building during hours when Religious School is in session are member Jewish life cycle events. Exceptions may be made at the sole discretion of the Board.

No animals other than service animals are allowed in the building



Since the Friday night and Saturday morning B'nai Mitzvah services are open to the congregation, the *oneg* and *kiddush* are open to the congregation as well. Therefore there is no charge for members for use of the sanctuary for the service, and no charge for members for use of the Teen Lounge for an *oneg* or *kiddush* after services.

All public events, whether member or non-member, using CBH facilities must be approved by two members of the Executive Committee of the Board of Trustees.

Long-term leases are to be negotiated and approved by the Executive Committee of CBH's Board.

In the event of any failure or malfunction of the heating, air conditioning, electrical system, plumbing or kitchen equipment or in the event of damage to the Synagogue building, or circumstances beyond Beth Hatikvah's control which causes the User to cancel, relocate or reschedule the event, the Synagogue shall return all deposits and facility fees and shall not be liable to User, User's caterer, or User's entertainment for any additional costs or damages that are incurred as a result of the failure, malfunction or damage.