

Facility Use Policy

Congregation Beth HaTephila

Revised May 2015

All congregants and renters are asked to read this in its entirety before signing the Facilities Rental Agreement contract. This document contains the facility use policies as adopted by the CBHT Board of Trustees. In choosing these policies we hope our building and possessions are protected from carelessness or misuse, and our spaces are preserved in their new condition for years to come. *Thank you for honoring these policies.*

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Overview & Organizational Responsibilities

1. All events and building uses must be in accordance with the mission, policies, by-laws and spirit of the administration of Congregation Beth HaTephila (CBHT). The CBHT Board of Trustees (hereafter also known as “Board”) has ultimate right of refusal for any use of any group or host wishing to use the property. The Board sets and periodically reviews fees for use of space and associated expenses.
2. The House Committee coordinates all policy and use of the building. Use of the facility by non-CBHT groups must be approved by the House Committee.
3. Any need for permanently installed informational signs shall be approved and acquired by the House Committee. Signs are to be installed in such a manner that avoids damage to the facilities.
4. The Event Liaison Committee (a House sub-committee) manages facility rentals, and advises the Board on fees and changes to the Facility Use Policy. The Event Liaison Committee also advises and monitors the management of events hosted by CBHT or CBHT sponsored organizations.
5. The Temple Administrator maintains the master calendar. All events must be scheduled through the Temple Administrator (see Scheduling). The Temple Administrator is also responsible for receiving and tracking payments and keeping the Events Liaison and Temple President informed of all delinquent payments. The Temple Administrator will sign the rental agreement contract signifying that a deposit has been received and the event has been scheduled.
6. An Event Liaison is the renter’s/host’s main CBHT point of contact. The CBHT Event Liaison shall keep the Temple Administrator and Facilities Manager apprised of all arrangements relating to the scheduled event. The Event Liaison shall provide guidance to the host regarding items in the rental agreement, ensure all required documentation as per the rental agreement contract is received in a timely manner and on file, and all signatures are in place as required by the rental agreement contract. The Event Liaison will sign the rental agreement contract signifying that guidance has been provided to the host regarding items in the contract. The Facilities Manager (or directed Assign) shall review the event requirements with the Event Liaison and determine what (if any) additional set-up and clean-up resources are required. The Facilities Manager shall be present at each event to open and close the facility, observe the use of the facility, manage the kitchen’s commercial dishwasher, and address any issues arising at the event related to facility use.
7. The Facilities Manager will provide set-up and custodial services at no extra charge for Shabbat, holiday celebrations, Onegs, Brotherhood, Sisterhood and other CBHT organized events or as prescribed by the Rabbi or President. All other uses of the facility requiring set-up and custodial services will be charged according to the rental agreement contract and fee schedule.

Matters Not Covered

Any decision concerning a matter not specifically covered by this policy shall rest solely within the discretion of the House Committee in conjunction with the President.

Who May Use The Facility

1. Any individual or group listed below or defined in “Event Precedence” may request use of the facility.
2. Members. Members *in good standing* and their immediate families may reserve Temple facilities on a priority basis and for reduced fees. As defined by CBHT *By-Laws*, *good standing* requires that dues, building pledge, capital improvement assessments and other financial obligations be current at *the time the reservation is made and at the time of use*. If there is a dispute, the Temple President and Treasurer jointly will assess the standing of a member. (Note: If the By-Laws have changed regarding members in good standing, the By-Laws take precedence.)
3. Non-Members. Non-members may request the use of the Temple for life-cycle events, subject to non-member fees and no earlier than twelve months prior to the scheduled event.
4. Temple Sponsored Groups. Temple committees, Brotherhood, Sisterhood, havurot, and other groups affiliated with the Temple, may use the facility without a fee, subject to availability. These groups are asked to schedule major events as far in advance as possible. Functions sponsored by CBHT in conjunction with outside organizations (co-sponsorship) shall be considered a Temple event and no use charges shall be incurred by the non-CBHT organization.
5. Non-CBHT Groups. Appropriate other groups, such as charitable, educational, civic, social action groups, or other groups approved by the House Committee in consonance with the mission, policies, by-laws and spirit of the administration of Congregation Beth HaTephila may request use of the facilities subject to availability and the fee schedule. Non-member fees and priority apply even if a CBHT member is affiliated with the group in question.

Event Precedence

1. In case of conflicting scheduling requests, the following hierarchy of uses will determine which request takes precedent:
2. The first priority for use of the building is for the congregation’s own services and religious school programs, generally scheduled by or in accordance with the Rabbi.
3. The second priority is for religious or life-cycle celebrations of members generally scheduled by or in accordance with the Rabbi, other clergy and B’nai Mitzvah educators.
4. The third priority is for life-cycle events of non-members. The Rabbi should schedule these activities at his/her discretion, subject to the applicable fees as fixed by the Board of Trustees.
5. The fourth priority is for meetings and programs of Congregational organization, e.g., the Board of Trustees and its Executive Committee, Standing Committees, and any auxiliary or ad hoc organizations of the Board and Congregation. Meetings and programs held in the facilities should be scheduled as soon as event is known with the Temple Administrator in order to ensure that space is available and that custodial or other staff is present to support the meeting or program.

6. The fifth priority is for Jewish non-profit groups that are not part of the Congregation, subject to the applicable fees covering custodial service and building use, as fixed by the Board of Trustees.
7. The sixth priority is other non-profit and non-fund raising events by members or non-members. Space may be rented to non-profit organizations whose values are in consonance with the mission, policies, by-laws and spirit of the administration of Congregation Beth HaTephila and subject to fees fixed by the Board. The Temple Administrator should schedule these activities in consultation with the Rabbi.
8. The seventh priority is use by non-profit groups for fund-raising activities, subject to fees as fixed by the Board. Because this use of the building may also imply use of our name, prior approval of the Board is required. If the next Board meeting is more than one week hence, this can be voted by a majority of the Executive Committee members.
9. The eighth priority is all other requests for use of the building and excludes use of the Sanctuary. Use is subject to fees as fixed by the Board. The Temple Administrator should schedule these activities in consultation with the Rabbi.

Scheduling

1. No activities may be scheduled in the Temple during Kabbalat Shabbat (Friday night) or the holidays of Rosh Hashanah, Yom Kippur, Sukkot, Shavuot, Selichot, Simchat Torah, or Pesach without the approval of the Rabbi.
2. Scheduling of events will occur on a 'first come, first served' basis. Refer to the Event Precedence for clarification of priority if there are multiple requests prior to an approval for use of the facilities. Should a scheduling conflict or dispute arise, the House Committee shall advise the Board. The House Committee, in consultation with the President will be the final arbiter of any conflict.
3. Temple groups and routine havurot should be scheduled by contacting the Temple Administrator at least two weeks in advance. This requires completion of a brief form. Larger events may be scheduled by contacting the Temple Administrator or Event Liaison. All meetings and events are subject to priority as listed under "Event Precedence."
4. All Bar/Bat Mitzvah related reservations may be made once the Rabbi has approved and published the date. Reservations made before the formal publication date are tentative.
5. Non-CBHT groups should request space at least one month (30 days) in advance to facilitate approval by the House Committee.
6. Non-CBHT individuals or groups may not reserve space earlier than twelve months in advance.

CBHT Groups - Rules & Responsibilities

1. The event or meeting chair person should be familiar with the *Facilities Use Policy* and manage the event in accordance with policy. The Event Liaison Committee will advise and monitor the management of events hosted by CBHT and CBHT organizations.

2. The Facilities Manager (or directed Assign) must be present at events where the kitchen is used or if food is served. Otherwise, CBHT committees and havurot (informal fellowship gatherings) are expected to conduct themselves without the presence of a custodian or Facilities Manager. All spaces are to be left as they are found – furniture replaced, all surfaces clean, trash properly disposed of, etc.
3. If an event is hosted by a Temple organization, all social hall, gallery and kitchen items needed to carry on the event may be used with the exception of the dishwasher. The commercial dishwasher shall be operated only by the Facilities Manager or trained CBHT staff.
4. To reduce clutter, storage requirements and unnecessary accumulation, any items brought in for an event are to be removed immediately after the event or boxed, labeled and stored by the Facilities Manager for the next event.
5. All food leftovers are to be removed from the kitchen immediately after an event unless clearly labeled for a use in the near future. This includes Oneg leftovers.
6. CBHT committees, organizations and havurot may make use of sound systems and other audio visual equipment only after permission is obtained from the House Committee. A member of the House Committee may be required for set-up or operation of the equipment.
7. CBHT committees, organizations and havurot are expected to follow scheduling and all other facilities use policies as delineated herein unless otherwise noted in this section.

Renting

1. Those renting shall use ONLY the portion of the facilities designated for its use in the Facilities Rental Agreement. Facilities use shall be solely for the purpose described in the Facilities Rental Agreement and for no other purpose. The user must recognize that CBHT may be used simultaneously by others for religious or other purposes.
2. Tables and chairs are included in the facility rental fee. The user may need to provide any additional tables and chairs, meeting equipment, etc. at their own expense and effort. All tables, chairs, and any other item that stands or rolls on the floor must have non-scratch feet or wheels.
3. The Facilities Manager must be present for all deliveries. Deliveries should be scheduled between the hours of 8am-1pm Monday through Friday. Deliveries outside these times are subject to additional charge as per the rental agreement and fee schedule, and must be approved by the Facilities Manager prior to the delivery.
4. A CBHT representative (the Facilities Manager for events where the kitchen is used) must be present for all non-CBHT functions. The user will be charged according to the rental agreement.
5. The host will be held responsible for any damage done by a caterer or other personnel associated with the event including property and equipment damage, carpet stains, floor scratches, and reimbursement for missing tableware, kitchen supplies and serving items.
6. The host is responsible for ensuring the conduct of guests is consistent with the requirements outlined under "Conduct."

Member B'nai Mitzvah

1. Friday night and Saturday morning B'nai Mitzvah services are open to the congregation. There is no rental charge to members for use of the sanctuary for the service and the social hall for the Friday Shabbat Oneg.
2. All B'nai Mitzvah facility reservations may be made once the Rabbi has approved and published the date.
3. Use of the social hall or other spaces for the Saturday *Kiddush* meal, reception or party is subject to a fee and a signed contract as coordinated by an Event Liaison.

Fees, Waivers & Deposits

1. No fee shall be waived except by approval of the President. In addition, the Board may choose to waive fees for a group requesting space as a charitable contribution by the Congregation to the group, or in exchange for an in-kind gift (e.g., service requirement, reciprocal use of space, etc.).
2. Facility rental agreements will include a mandatory security deposit to cover late cancellation, damage, restorative cleaning and breach of contract. A deposit (50%) of the full cost (including security deposit) of the event is due when the rental agreement is signed.
3. In the event of a sponsor's breach of contract, damage to CBHT property or possessions, custodial services required beyond the scope of the rental agreement, etc. a portion or the entirety of the deposit will be forfeited. Security deposit (as warranted) is remitted approximately 2 weeks after the event.
4. In entering into a rental agreement, users should document any damage present before the commencement of the event.
5. In all cases, the balance due as per the Facilities Rental Agreement must be paid in full 2 weeks (14 days) in advance of the event unless an agreement is made with the President, in writing, at least 3 months in advance of the event. Events will be cancelled due to non-payment. Fees may be paid by cash, check, debit or credit card.

Insurance

1. Caterers must be able to provide evidence of coverage for workers compensation claims and general liability insurance in an amount consistent with the Temple's current limits (\$1,000,000 per event). A band is considered incidental and proof of insurance is not necessary.
2. In the absence of caterer's insurance, the host is responsible for securing coverage. For liability, this would be a "special event" policy or a rider on the host's personal insurance. In the case of workman's compensation, a fee may be paid to CBHT.
3. If special event insurance is used, CBHT will need to be specifically named as an insured party.
4. If alcohol is to be sold, insurance coverage for alcohol must be specified on the policy.

Cancellations

1. The Temple Administrator, President or Rabbi has the right to cancel any scheduled event in the case that the space is closed due to inclement weather or catastrophe. In this case, all monies paid to CBHT will be refunded if the event cannot be rescheduled.
2. The Temple Administrator, President or Rabbi has the right to cancel any scheduled event in the case that all bills are not paid two weeks in advance of the event, in the case that proper insurance information has not been provided for caterers, entertainers and alcoholic beverage service, or any other breach of the rental agreement. In such cases, the deposit will be returned, less any Temple expenses incurred.

Recurring Rentals

Recurring rental agreements may be entered into, in line with the priorities and precedence outlined above, at the discretion of the Board. Special fees may apply. Should a scheduling conflict arise, Event Precedence rules will apply.

Conduct

1. During worship services, havurot, Onegs and all events, please respect the building and furnishings so that no excessive wear, soiling or damage occurs. Everyone should conduct themselves in a manner respectful of a place of worship. No running or climbing on furniture or pews is permitted. Parents and event hosts must supply someone to oversee children or should directly supervise and instruct children in this regard.
2. Occupants are responsible for maintaining appropriate, non-disruptive levels of noise and activity and should exercise appropriate restraint regarding musical selections which may be offensive in a house of worship. Activities – dances, themes, costumes, games, etc. – should be similarly appropriate.
3. Occupants shall adhere to all Asheville City ordinances, including those that limit noise. Amplified music or other noise emanating from the facility should not be heard beyond the sidewalks and shall be curtailed altogether between 11:00pm and 7:00am.
4. Food and drink consumption has a distinct impact on the use of CBHT facilities. Any spills, mishaps, equipment, or plumbing failure should be reported immediately to the Facilities Manager or custodial staff for clean up or repair.
5. Some areas of the facility can accommodate food and/or drink while others (e.g. the Sanctuary) do not permit any food or drink. Please refer to subsequent sections for specific constraints.

Decorations

1. All decorations for an event shall be placed directly onto tables or on the floor. No decoration or other items may be affixed to interior/exterior windows or doors, hung on walls, or from the ceilings or doorways. (The kitchen and religious school are exceptions.) Easels may be used for signs, etc.
2. All decorations brought in to the facility must be removed immediately following the event.
3. When decorating with flowers or potted plants, care should be taken to ensure no water damage occurs. All potted plants shall be removed after the event. Cut flowers may be donated to the Temple.

4. Tea lights, votives and candles are permitted in the social hall only. Tea lights, votives and candles elsewhere are permitted for ritual and life cycle ceremonial use only. Saucers or trivets must be placed under all such items to protect the surface underneath.

Displays & Exhibits/Exhibitions

1. CBHT organizations may erect displays and exhibits in the Gallery, but must discuss their plans with the President or the Rabbi to ensure that the size/scope, placement and duration are appropriate. The calendar should be consulted to ensure concurrently scheduled events/facility uses are compatible with use of the Galley as requested.
2. Should the display or exhibit/exhibition fall outside these parameters, an Event Liaison should be contacted and a contract executed. The Event Liaison will ensure that the size/scope, placement and duration of the display/exhibit are appropriate, and that concurrently scheduled events/facility uses are compatible with use of the Galley as requested.

Equipment & Furnishings

1. Furniture and furnishings are not to be moved without consent of the Facilities Manager or Temple Administrator. No items are to leave the Temple grounds except with the express permission of the Facilities Manager or Temple Administrator.
2. No CBHT equipment may be used without prior consent of the House Committee, including sound and projection equipment. A fee will be charged to users approved to use house equipment.
3. Entertainers hired by the user are responsible for providing sound equipment.
4. All equipment and furnishings brought in to the facility must be removed immediately following the event.

Alcohol

1. Alcohol for ritual use (e.g., a seder or life cycle event) is permitted without special permit or insurance coverage. Any other use of alcohol is considered social.
2. If alcohol is served for social purposes at an event open to CBHT members, no special insurance coverage for alcohol is required. This includes events sponsored by CBHT organizations whether or not there is an admission charged for the event.
3. Any other event host, caterer or group serving alcohol other than described in Sections (1) and (2) above must provide proof of liability insurance covering the event (see "Insurance"). Alcohol coverage must be specified on the policy. Proof of insurance and permits (if required) shall be provided to the Temple Administrator as soon as acquired but at least 10 days prior to the event.
4. CBHT requires supervision by the event sponsor and caterer for responsible alcohol consumption. The caterer or other responsible individual should staff the "bar" to discourage inappropriate drinking, e.g., minors. The recommended guideline for responsible alcohol consumption is no more than one serving per hour. CBHT assumes no liability for misuse of alcohol nor any damages or events resulting from consumption of alcohol.

5. Very small amounts of alcohol for ritual use may be served to minors with the permission of the minor's parent or legal guardian. Otherwise, any event where alcohol is served must be staffed appropriately to ensure that minors are not served alcohol.

Parking

1. Members, staff and guests must park in designated spaces. The CBHT parking lot capacity is 45 regular spaces and 2 handicapped spaces.
2. On-street parking is also available. No vehicles shall block residential driveways or street turn lanes or in any other way park illegally.
3. No vehicles may be pulled on to the walk or grounds of the Temple. This includes catering and delivery vehicles.

Publicity Restrictions

1. Unless an event is officially co-sponsored by CBHT or a CBHT committee, publicity and program materials for non-Temple organization sponsored events should not in any way imply such sponsorship by, or affiliation with, CBHT. All publicity and program materials for such events must be approved by the Board.
2. The use of CBHT mailing lists or directories is strictly prohibited.
3. Sample Statements for publicity materials:
 - a. "[Name of Organization]" gratefully acknowledges the use of Congregation Beth HaTephila's facilities for this event."
 - b. "Congregation Beth HaTephila is making its facilities available for this event as a public service, and is not to be construed as an endorsement by CBHT, its clergy or its officers."

Smoking

Smoking is not permitted in the facility or on the grounds.

Animals

No animals other than service animals are allowed in the building. Exceptions may be allowed for religious school purposes if approved in advance by the Religious School Director and supervised by a staff member.

Fire & Safety

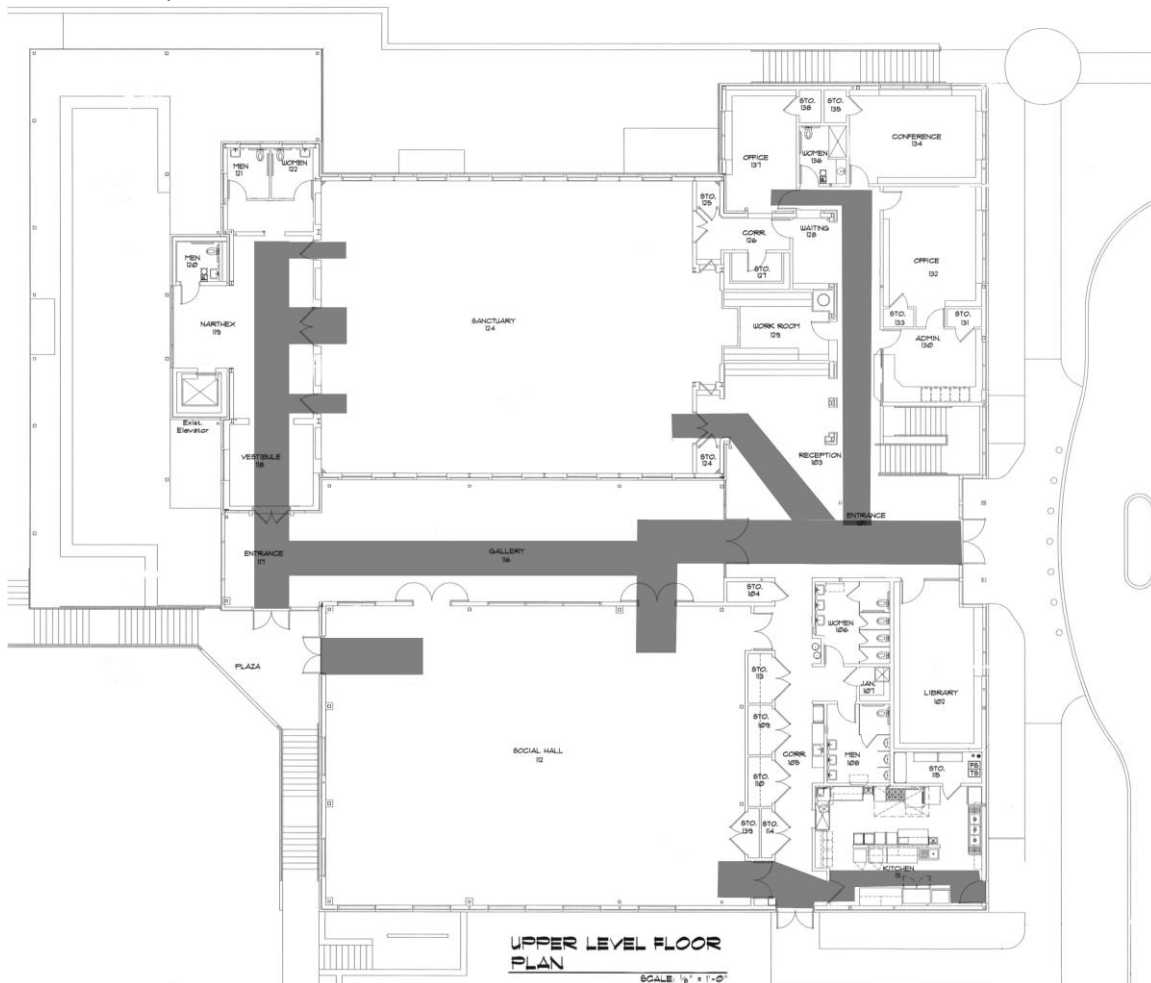
1. No open flames or incendiary devices are permitted except for tea lights, votives or candles. These are confined to use in the social hall. Tea lights, votives and candles elsewhere are permitted for ritual and life cycle ceremonial use only.
2. Proper emergency egress must always be maintained. Doors and hallways shall not be blocked, even temporarily.

3. Users should familiarize themselves with emergency escape routes.
4. Capacity as set by the Fire Marshall shall not be exceeded.

Social Hall, Kitchen, Catering & Food Restrictions

Social Hall

1. All events, usage, needs and requirements of the social hall shall be Coordinated through the Facilities Manager or Event Liaison and scheduled through the Temple Administrator.
2. Any items moved in the facility such as tables, etc., must be returned to their original location. No items may be removed from the social hall, gallery, kitchen or any other spaces without approval of the Facilities Manager.
3. Tables or vinyl coverings must be wiped clean.
4. A cleared path of at least 4 feet must be maintained to all emergency exits to ensure proper emergency egress (see diagram). Food service, plating, temporary storage of event items or other event related activities are prohibited in these areas.



5. The table capacity of the social hall for large events, with 8-9 persons seated per table, is:
 - 22 tables with buffet line in social hall (Maximum 200 guests)
 - 26 tables with buffet line in gallery or food served from kitchen (Maximum 225 guests)
6. The capacity of the social hall for large events with a set-up for a band and dance floor is:
 - 17 tables with buffet line in social hall (Maximum 150 guests)
 - 22 tables with buffet line in gallery or food served from kitchen (Maximum 200 guests)

Kitchen Use

1. All events, usage, needs and requirements of the kitchen shall be Coordinated through the Facilities Manager or Events Liaison and scheduled through the Temple Administrator.
2. The Facilities Manager must be present when the kitchen is in use. Any exceptions must be coordinated through the Event Liaison. The commercial dishwasher shall be operated only by the Facilities Manager or trained CBHT staff.
3. Temple members may use the kitchen **in advance** of the event to prepare/cook for their oneg or simcha. This must be coordinated with the event liaison, may be restricted to one day only, and timing must coincide with the standard working hours of the Facility Manager. Temple members who use the kitchen appliances must have knowledge of their proper use. The member's family and friends may participate in helping as long as the member is present.
4. Outside caterers may use the kitchen **on the day of the event** for final preparation of the meal. This is limited to warming or finalizing the cooking of an item that cannot reasonably be completed ahead of time. Plating of food is considered part of the final preparation. The Facilities Manager must be present during this prep time.
5. The kitchen should always be left (by either members or caterers) in the same condition it was found. If more than one day is agreed upon for member usage, clean-up should occur after each day of use.
6. Users must adhere to rules for safe food handling posted in the kitchen. All items used must be cleaned according to rules for sanitation as posted in the kitchen.
7. Food brought in ahead of an event must be labeled with the host's name, date and reason for being left in the refrigerator. Any unlabeled foods will be disposed of.
8. Leftover food from Temple or other non-profit events may be donated, as allowed by law, to area shelters. Arrangements should be made prior to event for food pick-up or delivery. All leftovers need to be removed from the facility immediately following the event unless labeled for a specific subsequent use.
9. Food service and kitchen area floors must be swept clean of all debris and spills mopped immediately after the event. All trash, food waste and recyclables shall be disposed of in designated kitchen trash or recycle containers.
10. Users are required to follow City recycle laws and guidelines. Recyclable items shall be placed in bins provided for that purpose.

11. See “Catering” and “Food Restrictions” below for additional information.

Catering

1. Outside catering is permitted, subject to all policies herein and others addressing facilities use. Users requiring outside catering must provide caterer name and contact information, proof of the caterer’s liability insurance and proof of workers’ compensation insurance to the Temple Administrator within 10 days of their engagement and no less than 30 days before the event.
2. An event sponsor or party host is responsible for communicating all policies/arrangements in the Facilities Use Policy and Facilities Rental Agreement to the caterer. The sponsor /host is also responsible for hiring and paying the caterer.
3. Caterers shall be approved by the Event Liaison. The Temple may require user to choose a caterer from a pre-approved list.
4. Our kitchen is a catering kitchen, and not a full prep kitchen. Therefore, use of the kitchen for catering is restricted to staging, plating, and warming/baking of pre-prepared foods.
5. Major appliances such as stoves, baking ovens, warming ovens, refrigerators and freezers may be used by the caterer but must be left in good sanitary condition. Caterers may bring in their own cooking and serving equipment if necessary.
6. Hosts are to ensure that caterers are knowledgeable of and adhere to all building use and food policies.
7. Hosts will ensure that caterers provide proof of liability insurance and proof of workers’ compensation insurance to the Temple Administrator upon engagement of the caterer.
8. Caterers or host must provide all labor associated with food and beverage set-up, serving, clearing and clean-up.
9. The caterer is responsible for leaving the social hall, gallery and kitchen clean. The refrigerator and all counter spaces must be left clean, spills mopped, and garbage and recyclables in their proper containers.
10. Any dishes, chafing dishes, trays, pans or other equipment or food of the caterer must be removed from the Temple in a timely fashion.
11. Caterers must keep a clear distinction between caterer’s property and Temple’s property. Under no circumstances may the caterer use consumable items belonging to the Temple.
12. Catering or delivery vehicles may not pull onto sidewalks or grass to load, unload or park.

Food Restrictions

1. Food brought into CBHT buildings should adhere to the congregation’s dietary policies. Though CBHT does not keep a kosher kitchen, members, caterers and users should be aware of the following restrictions:

- a. Pork products are prohibited (including but not limited to ham, pork roast and chops, pepperoni, bacon and bacon bits, prosciutto, pancetta, sausage).
 - b. Shellfish are prohibited (including but not limited to scallops, shrimp, lobster, clams, mussels). Faux shellfish may be used but it must be labeled as such.
1. Meat and milk should not be served in the same dish. They may, however, be served at the same meal.
Example: Meat lasagna with cheese is not appropriate; vegetarian lasagna with meatballs in a separate serving container is appropriate.

Additional Rules For Specific Areas

Sanctuary

1. The sanctuary is a sacred place. It is to be used for member/non-member life cycle religious and life cycle events only. Reverent and respectful behavior is expected.
2. Under no circumstances are food, drink, or candy allowed in the Sanctuary or vestibule (medicinal purposes excepted). Only water is allowed. Anyone found with food, drink, or candy in the Sanctuary may be assessed a fee towards carpet and cushion cleaning, as described in the Fee Schedule.
3. Still photography is NOT permitted during worship services (no cameras or picture taking). Video is acceptable if done discreetly (to the side) and in a stationary manner (mounted on a tripod).
4. Cell phones shall be turned off or put on vibrate. No cell phone or other electronic sounds, tones, rings shall be heard in the sanctuary.
5. When decorating the sanctuary with flowers or potted plants, care should be taken to safeguard the furnishings from water damage.
6. Capacity: Approximately 350.

Amphitheater

1. The amphitheater is a benefit of membership. It is not available for rent by non-CBHT members.
2. The amphitheater is an extension of our sacred space and should be treated as such. As it is open onto the community, users shall exercise appropriate restraint regarding level of noise and activity. Users shall consider themselves ambassadors of the Temple and conduct themselves accordingly.
3. Only sacred music or music as part of a Religious School event shall be allowed in the amphitheater. Other users are prohibited from music in the amphitheater.
4. With the exception of the observance of Sukkot, no food or drink, other than water, is allowed in the amphitheater.
5. No glass is permitted in the amphitheater. An exception is made for the ceremonial wedding glass as long as the glass is securely wrapped or bagged so there is no danger of glass shards escaping.
6. Capacity: Approximately 100.

Gallery

1. Food and drink are permitted in the gallery but are limited to cocktail receptions (drink service and hors d'oeuvres), bar service, and food buffet lines.
2. There is no sit down service in the gallery.
3. Gallery rental includes use of the kitchen for staging and food replenishment (not food preparation).
4. Capacity: Approximately 75 persons for a reception.

Foyer

1. The foyer may from time to time be available for small receptions or used as an additional space to the social hall and gallery. Note that the public space ends at the foyer and attendees are prohibited from offices, workrooms, religious school and other non-engaged areas that are accessed from the foyer.
2. Food and drink are permitted in the foyer but are limited to cocktail receptions (cold drink service and hors d'oeuvres) and bar service.
3. There is no sit down service in the foyer.
4. Foyer rental includes use of the kitchen for staging and food replenishment (not food preparation).
5. Maximum is 35 persons for a reception.

Conference Room

1. Catered food events are prohibited in the Conference Room. "Brown bag" lunches are permissible.
2. Drinks are permitted but must be in individual serving cans or bottles, or in cups with lids.
3. Spills or other mishaps shall be reported immediately to the Facilities Manager.

Library

1. Food is prohibited in the library.
2. Drinks are permitted but must be in individual serving cans or bottles, or in cups with lids.
3. Spills or other mishaps shall be reported immediately to the Facilities Manager.

Religious School

1. Use of the religious school is generally reserved for Temple groups only.
2. Use of religious school rooms may be scheduled via the Temple Administrator, but must be approved in writing by the Religious School Director or its Executive Administrator. Please obtain confirmation of your request before planning to use a religious school space.
4. Copiers, workrooms, storage closets, administrative offices and materials, supplies and any other equipment in those spaces are for religious school use ONLY. No classroom supplies, equipment, books, paper or other materials shall be used or disturbed while using the religious school.

5. All furniture/furnishings must be returned to their original configuration.
6. Any mishap requiring custodial attention shall be reported immediately to the Facilities Manager.