

C O N G R E G A T I O N

K O L A M I

POLICIES AND GUIDELINES TO ASSIST AND INSPIRE
THE MEMBERSHIP OF CONGREGATION KOL AMI

Last updated: March 2017

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SECTION 1

Procedure for Introduction and Approval of New Policies

Policy Application and Tracking Form

Method for Approving Policies at CKA and Establishment of single CKA Policy and Procedures book

Policy statement: A procedure will be established and maintained that enables Board members to evaluate the implications of establishing new policy or modifying existing policy. A proposal should include the policy statement, the reason it is needed, its rationale highlighting major discussion points, financial and organizational implications, if any, impact on the membership, and a date for review. Issues will be researched from a Reform Judaism standpoint.

Updated policies will be kept in a CKA Policy and Procedures book that will be maintained by the Administrative Staff.

Problem: Some congregational policies have been formulated and approved without a thoughtful discussion of the rationale for the policy and its implications. This may make it difficult for the members and/or the leadership to understand why the policy was initiated, especially many years after the initial approval. Policies are not maintained in a single location, making it difficult to know if we have a policy and what it is.

Rationale: This approval process will ensure that we take a systematic approach to our decision- making, showing that we have investigated the problem (including having reviewed Reform Judaism's stance), sought input from stakeholders and the general membership, and thoughtfully discussed the financial and other ramifications of the policy. The Reform movement does not recommend a specific policy approval process though it does state that "most of the work of the congregation is done through its committees, which in turn recommend policies and programs to the board" and it is a board responsibility to "consider, debate, and decide issues". The proposed presentation format is similar to most URJ documents on Jewish issues. Since policies may become outdated, they should be reviewed for accuracy and relevancy every two years after approval.

Financial impact: None

Organizational impact: May slow the board's decision making process (though an exception process is outlines for urgent situations). This process may be viewed by committees as too cumbersome.

Impact on membership: Most members will appreciate the careful deliberation over policy issues and the ability to offer input prior to approval. Having a policy handbook available should serve as a valuable resource for people taking part in congregational activities and planning life-cycle events.

Congregation Kol Ami
New Policy Application and Tracking Form

To be filled out by the applicant

Date:

Name(s) of person(s) requesting a new policy:

Clearly state the proposed new policy:

Clearly state the rationale for the proposed new policy.

To be completed by the Board:

Part 1. Initial evaluation

Board Action:

Accept or reject proposal for further consideration:

If rejected, clearly state reasons below:

b. If accepted for further consideration:

1. Committee referred to _____ Date _____

2. Proposed date of formal presentation to board _____

To be completed by committee:

Research

URJ position, if any:

Guidance from Torah or Talmud, if any:

Organizational impact:

Financial impact:

Impact on congregants:

Major discussion points (pro and con):

Finalize recommendations (using the Policy and Procedure template) including how to implement by means of the suggested Procedure.

To be completed by Board

Part 2 (options for formal action on proposal)

2. Reject (clearly state reason):

Date applicants notified of decision_____

2. Needs further study:

Date referred back to committee_____

Concerns to be addressed:

Proposed date of re-presentation to board_____

3. Preliminary acceptance pending congregational input

Date proposed to post on website_____

Date proposed to publish in bulletin_____

Date proposed for formal vote_____

To be completed by board
Part 3 (Formal vote)

1. Reject (clearly state reason):

Date applicants notified of decision_____

2. Accept

Set automatic review date_____

Committee to review_____

SECTION 2

Religion and Ritual

Ritual Guidelines

Torah

High Holidays

Bar/Bat Mitzvah Policy

Kippah

Food

Music

Photography

Recommendation about *Appropriate Sanctuary Attire*

Ritual Guidelines

It is the policy of the Jewish Community Association of Southwest Washington to be inclusive of all members of our community. The CKA's ritual practice is guided by the principles of *Shaliyach Tzibur* (those who recite prayers on behalf of the congregation are emissaries of the congregation) and *Kavod HaTzibur* (the expectation of the congregants that the leaders of prayer, or ones who bless the *Torah*, are obligated to do the *mitzvah*, i.e. they are Jewish).

In keeping with these principles, the following parts of the service should be led only by Jews.

- Lighting and blessing the *Shabbat* candles
- Saying the *Kiddush*
- Delivering the *D'var Torah* (sermon)
- Reading from the *Torah* or *Haftorah*
- Blessing the *Torah* in an *aliyah*
- Lifting (*bagbah*) or rolling (*g'lilah*) and/or dressing the *Torah*
- Wearing the *tallit*
- Reciting any blessing that contains the following phrases
 - “..asher bachar banu..” (who has chosen us)
 - “..v'natan lanu..” (who has given us)
 - “..asher kidshanu b'mitzvotav..” (who has sanctified us with His commandments)Other references to covenantal relationship between God and the People of Israel

Opportunities are provided for those who are interested but who are not obligated to the *mitzvah* (i.e. non-Jews), to participate in religious service leadership where it does not contradict the principles and examples noted above.

(continued on following page)

For example, non-Jews are welcome to participate in the service in the following ways:

- By sitting on the *bimah*
- By accompanying a Jew or group of Jews and standing as silent witness on the *bimah* who one of the abovementioned prayers is intoned (including candles, *kiddush*, *aliyot*, e.g.)
- By offering appropriate readings from the Psalms, supplementary readings or poetry, prior to the *Barchu* or after the *D'var Torah*
- By delivering a message of universal content, just prior to *Adon Olam*
- By leading the Prayer for the Country
- In a *bar/bat mitzvah* by presenting the child with ritual objects, walking with him or her, accompanying him or her on the *bimah* and speaking words of parental pride

Please contact the Religious-Ritual Committee of Congregation Kol Ami for additional clarification for any part of this policy statement. The committee offers a more in-depth explanation of the Jewish basis for in its addendum to this policy, titled “Responsa Rationale for Policy-The Role of the Non-Jew” and examples of application of this policy are depicted in “Inclusion of the Non-Jew in Congregation Life”

Adopted: November 6, 2000

Use of CKA's Torah

The Torah may be utilized for religious purposes by a member of the CKA who has made proper provisions for the protection, insurance and safety of the Torah with the approval of the Religious Committee.

Last updated: February 4, 1996

All requests for use of the Torah besides regular CKA services should be brought before the Board until the Religious Committee takes this over. One requirement should be temporary insurance for \$20,000-\$25,000 worth of coverage.

Last updated: September 9, 1996

All requests to use the Torah must be directed through the Religious Committee. To borrow the Torah, persons must obtain temporary insurance coverage, be a member of the Association and have their request approved by the Religious Committee.

Last updated: March 10, 1997

It is suggested that a member always accompany the Torah. The Torah may be utilized anywhere within the range of this community (Portland-Vancouver metropolitan area).

High Holidays

Our general practice is that no one is turned away from High Holiday Services. However, when there is assigned limited seating, those who have not paid may be seated just shortly before services begin.

Members who are not going to be in town for High Holidays have asked the President for a letter so they can attend services elsewhere.

Last updated: September 8, 1997

Kippah

Men are not required to wear a kippah.

Food

Meat and dairy products will be served separately. No pork or shellfish is served at CKA functions.

Mazon

3% of all receipts for congregational activities where food is served will go to Mazon.

Music

The playing of musical instruments is allowed.

Photography

Henceforth there will be no photographs allowed during any services. The disruption to the sanctity of services has made it necessary to enact this policy. At bar/bat mitzvah services an unattended, silent video camera may be set up in the back of the synagogue/hall to record the event. Opportunities will be available for photography at the rehearsal service. Further opportunities are offered prior to the service and after the service.

Last updated: November 2010

Candy tossing

It has been the practice of our congregants to throw candy at the end of the b'nei mitzvah service. Due to some members having been injured, this practice is discontinued.

In its place the family may choose to offer candy to congregants at the door as they exit from the service.

This is an ancient Sephardic ritual to offer sweetness for the b'nei mitzvah's future.

Last updated: November 2010

Recommendation about Appropriate Sanctuary Attire

Recently a question was asked of the Religious Ritual Committee regarding what attire is appropriate to wear at our congregational Shabbat and festival services.

While Congregation Kol Ami does not have a policy regarding the attire members and guests wear to congregational services, we would like to offer the following guidelines:

The URJ suggests the following, “We honor the separateness and sanctity of the Shabbat by wearing appropriate attire.” The URJ suggests this appropriate attire may include business casual such as suit, dress, nice slacks and shirt, and skirt, blouse or sweater. Here at Kol Ami, we understand that many congregants are more comfortable in more casual attire. We do ask, however, that whatever you choose to wear be modest and that you consider the spiritual comfort level of those which you will be worshipping and also consider the sanctity of Shabbat and festival worship.

Last updated: August/September 2007

SECTION 3

Cemetery Policies for *Kehilat Olam*

General Letter of Understanding

Arrangements with Northwood Park

Jewish Ground

Burial of Jewish Non-Members in *Kehilat Olam*

Cremation

12-11-06 Addendum to Cemetery Policies

General Letter of Understanding

The following constitutes the general understanding of rules governing the authority and procedures relating to interment in the garden known as Kehilat Olam, "Congregation of Eternity".

The Jewish Community Association of Southwest Washington, renamed Congregation Kol Ami, hereinafter referred to as CKA, shall have the final authority to grant or deny interment privileges in the prescribed garden area. Rules governing interment at time of purchase will remain permanently in effect for each lot's deed.

1. All members in good standing may purchase a burial lot. It is understood non-Jewish spouses of a CKA member and their immediate sons and daughters may be interred in the garden.
2. Only religious symbols/text of a Hebrew nature may be included on memorial markers. Symbols/texts of a non-religious nature may be as the family requests.
3. Jewish services may be held within the garden confines. Non-Jewish interment services shall be held outside of the confines of the garden.
4. CKA acknowledges and understands that there will be unrestricted access to the garden for visits to the deceased interment area for purposes of memorialization.

For Northwood Park _____ title _____
date _____

For CKA _____ title _____
date _____

Arrangements with Northwood Park

Attached is the description of the program CKA has established with Northwood Park Cemetery.

- There is no CKA financial involvement.
- Northwood handles all finances and selling of lots and/or services, CKA is the promotional side. Services other than 'Opening and Closing' may be purchased from other vendors.

- Northwood Park will provide an area reserved for CKA. CKA may choose to demarcate the rectangular area with a hedge, low wall, etc. CKA will give a name to this garden.

- With our non-Jewish members, the cemetery will be as Jewish as it can be made; however, it is not a "kosher" cemetery.

- Initially, double lots are \$1200; members will be given certificates worth \$625 to encourage participation.

- CKA receives \$100 with each family sign-up. It is proposed to set up a "Cemetery Fund" for future cemetery-related expenses.

- Cemetery deeds are transferable to other cemeteries owned by this company.

- Proposed the Board accept the attached letter of understanding. Vote passed.

Jewish Ground

According to Reform Judaism, a burial site on consecrated ground is Jewish ground, regardless of who is buried there. Non-Jewish funeral services would need to be held in a chapel, although Jewish graveside services are feasible.

Burial of Jewish Non-Members

Approval for interment of Jewish non-members in the Kehilat Olam garden of Northwood Park cemetery may be granted for a donation of three (3) times the cost of annual CKA family membership at the time of arrangements.

New CKA members will sign a promissory note ensuring the payment of three years of membership.

Approval for interment in a second lot to accompany the first is granted as a courtesy for no additional charge.

All interments are subject to “General Letter of Understanding” which establishes the CKA guidelines for interment in Kehilat Olam.

Cremation

A person who has been cremated can be buried in Kehilat Olam garden at Northwood Park cemetery.

Addendum to Cemetery Policies

The right to purchase a plot to be buried at Kehilat Olam is limited to those individuals who have been members (including Associate Memberships) of CKA (including dependent children) for at least the immediate past three years.

Individuals who have been members (including Associate Memberships) for less than the immediate past three years can purchase a plot for the individual (and dependent children) and be buried at Kehilat Olam provided the payment is made to CKA to cover that portion of the three year period the individual was not a member.

A non member spouse may purchase a plot to be buried at Kehilat Olam provided a payment is made to CKA to cover the difference in the dues between the single membership and a family membership for a three year period.

The payment is based on current the dues structure and is not applied to future dues.

Last updated: December 2006

SECTION 4

Kol Ami Mission Statement

Termination or Denial of Membership

Kol Ami Mission Statement

Congregation Kol Ami is the center for living, learning and celebrating Jewish life in Southwest Washington.

Termination or Denial of Membership

Congregation Kol Ami is committed to maintaining a safe and supportive environment for all of its members. From time to time, it may come to the attention of CKA staff or leadership that current or prospective members have engaged in conduct suggesting that continued membership by that individual may pose a risk of harm to our community as a whole or to other individual members of CKA. In these exceptional circumstances, and because membership in CKA is not a right, but a privilege, the Rabbi or the Board may exercise their discretion and judgment to refuse, limit, or terminate the membership of that person.

Adopted: December 2015

SECTION 5

Committee Policies and Procedures

Religious Ritual Committee

Education Committee

Library Committee

Congregation Kol Ami Religious Ritual Committee Policies and Procedures

CKA Mission:

Congregation Kol Ami is the center for living, learning and celebrating Jewish life in Southwest Washington.

As the “spiritual pulse” of Congregation Kol Ami, the comprehensive goal of the Religious Ritual Committee is to maintain meaningful worship services that offer our congregants spiritual fulfillment and a deep sense of community.

Religious Ritual Committee (RRC) meets regularly the first Monday of every month. A meeting reminder with an agenda is sent via email prior to each meeting.

RRC is comprised of a Chair and 5 additional members, to include the Rabbi and a Board member. Specific work projects are assigned to individual members or groups of members as needed. Ad hoc committees are formed as needed (such as during High Holidays). Examples of some specific member jobs: One member takes minutes at each meeting. Another is in charge of communications - submitting dates, information, and publicity for Bulletin, Happenings and announcements. Another completes the Memorial Books each year and acts as the resource for our Kehillat Olam cemetery.

Committee Chair appointments are made by the congregation President. The RRC Chair invites members to serve on the committee based on recommendations by committee members and the President. Some considerations for serving include interest, knowledge, experience, and a willingness to participate and learn. Members must be able to work cooperatively and show respect for and openness to other viewpoints.

RRC responsibilities:

- Coordinate and oversee worship services and ritual components of events & festivals
- Set yearly ritual observance calendar. This is traditionally done in June.
- Serve as a resource to the community and to other committees in matters of
ritual practices and traditions
- Review ritual policies, guidelines, and practices & make recommendations

to the Board

- Evaluate needs for prayer books and religious articles

RRC works collaboratively with the Board, Rabbi, and Staff. Interactions can be informal and unstructured or organized and well-defined. Communication takes place in person, by email, phone, or other means. Board members on the committee serve as liaisons. When issues arise that require it, the Chair and committee members communicate directly with the Board. As a member of the RRC, the Rabbi is an integral part of all committee business, and communication is a matter of course.

The RRC reviews its annual budget each year to determine continuing needs and anticipated costs. From there, future expenses are projected and a budget is submitted to the Board for approval. If an unanticipated need arises for which there is no designated money, either a request is made to the Board or, on occasion, to another committee who shares the need. In some cases, the Rabbi may choose to use discretionary funds.

Last updated: February 2016

Congregation Kol Ami: Education Committee

Purpose: Congregation Kol Ami is the center for living, learning and celebrating Jewish life in Southwest Washington. The Education Committee's mission is to support the Congregation's Director of Education and the Rabbi in the development and implementation of diverse educational programming for the Kol Ami community. The Education Committee helps create policies that govern the Religious School, Hebrew School, and Adult Education.

When the committee meets and how members are notified: The Education Committee meets the second Thursday of the month at 6:30pm. Members are notified via email about upcoming meetings.

How the committee is structured: There are two co-chairpersons; additionally, the Education Director, Rabbi, and KAST advisor sit on the committee. There is a liaison to the Board who sits on the committee. Three to four members at large may also be part of the committee.

How the chair and other designated committee members are chosen: Chairpersons are appointed by the President of the Board. If congregants show an interest in the Education Committee, they may be invited to join the committee. From time to time, committee members may reach out to members of the congregation whom they think would be a valuable addition to the committee to ask them to join.

Committee responsibilities: The Education Committee helps support the vision set by the Education Director for the schools' curriculum and activities.

The Religious School and Hebrew School both average 28 sessions per year. Curriculum planning begins in June, as well as recruitment of volunteer teachers in the schools. In July, the Education Director submits an educational plan to the committee to be approved and then presented to the Board for approval.

Committee interaction with the Rabbi and staff: The Rabbi and Education Director attend all committee meetings and work intimately on policies and programming for the schools.

Determination of the committee budget (the Board treasurer needs the committee's budget for the next July 1 – June 30th fiscal year by the end of February each year): The committee reviews and analyzes the spending habits of the previous fiscal year to

determine the needs for the new fiscal year. The committee reviews the prior year's income and expenses, determines needs for the upcoming year, and adjusts tuition as needed. The committee presents its proposed budget and tuition amounts to the Board for approval.

The Education Director ensures that spending is within the amount budgeted for each category and reports monthly to the committee on spending habits. There is an approved vendor policy that needs to be followed by all committees with spending authority. Additionally, all receipts for purchases need to be initialed by someone other than the purchaser to verify receipt of the goods by CKA prior to bill payment or reimbursement.

Last updated: January 2017

CKA Library Committee Policy and Procedures

Congregation Kol Ami is the center for living, learning and celebrating Jewish life in Southwest Washington.

The mission of the **Congregation Kol Ami Library** is to provide materials of education, enrichment, and entertainment for our congregation, schools, and community.

The goals of this library are:

- To provide easy access to Jewish information for the membership, clergy, staff, and youth of the congregation.
- To provide Judaica materials not readily available in the wider secular community including books, videos, CDs, DVDs and other AV formats.
- To provide access to sacred texts in both Hebrew and English.
- To promote lifelong reading and study about Judaica, its history, practices and beliefs as well as its relevance to our lives today.

The Library Committee meets on an as needed basis and is comprised of a Chair and members, including any ad hoc members who are utilized as needed. Communication is accomplished through email.

Committee meets on an as needed basis. Communication is accomplished through email.

Committee members are approached by Chair to join committee or sign up at events such as the General Meetings. Sign up sheets are also in Library.

Responsibilities include:

- Acquiring new media that is appropriate for inclusion in the library.
- Maintaining collection by weeding holdings, evaluating donations.
- Maintaining social media presence.
- Maintaining archive of newspaper/magazine clippings
- Researching, creating and scheduling programming such as author events or events that encourage library use.

- Coordinating themed Library visits with activities with the Religious School based on current lessons.

Library committee interacts with the Board via a liaison.

Library interacts with Rabbi and staff as needed for guidance.

Budget is determined by donation.

Purchases under \$100 are made at the Chair's discretion. Purchases over \$100 are submitted to Liaison for Board approval.

Collection Development Policy

Purpose:

A clear and consistent policy will assist in maintaining collection strengths, represent the plan of action for the libraries, and serve as a guide for decision making.

Definition of Library Users:

Primary users of the Congregation Kol Ami Library include: congregants, students and faculty, clergy and staff .

Collection Format:

Hard-cover and paperback books, periodicals, videos, DVD and CDs.

Collection Scope:

The CKA Library collections will focus on materials of Reform Jewish content and relevance.

- Primary source material and commentary from a Reform perspective relating to the Torah, Tanakh, Talmud, Midrash, Jewish Law and Rabbinic literature.
- Material (particularly fiction and non-fiction books, videos/DVDs, CDs) focusing on the modern Jewish family, Jewish observances, and life cycle events. As stated in the mission statement, these materials intend to help our members live and experience Jewish life in a creative and personal way.
- Material (particularly fiction and non-fiction books, periodicals, newspapers, and videos/DVDs, CDs) focusing on the American Jewish

experience. This will include the experiences and involvement of Jewish individuals, groups, and organizations in American history and culture, as well as the Jewish response to and involvement in modern political, economic, and ethical issues.

- Material (particularly fiction and non-fiction books and videos/DVDs, CDs) celebrating the diversity of Jewish communities around the world.
- Multi-media materials, particularly audio and video, focusing on Jewish involvement in art, music, dance and film on both a national and international level.

Process of Selection:

All selections must be consistent with the library mission and collection policy, and will be purchased at the discretion of the librarian with an approved budget. The librarian will select new material from catalogs, flyers, and announcements, current reviews, and published bibliographies. New material will also be considered by the written request of Temple members, clergy, and staff. General selection criteria include, but are not limited to:

1. Items of Jewish content and relevance to our congregation
2. Items useful to the primary users of the library
3. Items presenting a variety of points of view on a controversial subject
4. Items of lasting literary or social value

The library will avoid purchasing materials that while useful to our users are more appropriately held by another local institution. In addition, at the discretion of the librarian, the library will avoid purchasing material of a sensational, violent, or inflammatory nature. Financial and space limitations will always be considered when selecting material.

Process of De-selection (Weeding):

The library, at the librarian's discretion will deselect materials in order to conserve space and make room for new materials, improve access to the collection, and conserve money. The library may also wish to sell deselected books as a fundraising event. The library will attempt to recycle all discarded material.

General criteria for deselection include, but are not limited to:

1. Material inconsistent with the mission statement and collection policy
2. Duplicates

3. Unsolicited or unwanted gifts and donations
4. Obsolete books
5. Superseded editions
6. Material that is worn out, damaged, and too expensive to repair
7. Periodicals with no indexes, and periodicals at other institutions.

Gifts and Donations:

Gifts of books and other library materials are gratefully accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the CKA Library's mission statement and collection policy.

The Library reserves the unconditional ownership of gifts and reserves the right to sell or dispose of materials at a later date.

The Library also reserves the unconditional ownership of anonymous donations and may discard or donate the material to another institution.

All gifts and donations to the Library are always welcome, with unrestricted donations providing the Library with the flexibility to best meet CKA's library needs at any given time.

Donations given with restrictions will be honored in so far as the suggestions are in accord with the CKA Library's mission and collection policies.

Last updated: January 2017

SECTION 6

Membership Levels

Congregational Membership

Chai Membership

Kokhavim Membership

Associate Membership

Membership Levels

Congregational Membership is Congregation Kol Ami's standard membership level. It includes all benefits of CKA membership subject to CKA policies, including voting rights, special member rates for CKA's Religious School and Hebrew School, access to congregational events at member pricing, and eligibility for congregational life-cycle events.

Chai (Giving to Others) Membership allows individuals to choose to make a larger financial contribution to Congregation Kol Ami to support our ongoing activities. *Chai* membership includes all benefits of *Congregational* membership and also includes two guest tickets to High Holy Days.

Kokhavim (Stars of our Congregation) Membership allows individuals to make an even more significant annual membership contribution to Congregation Kol Ami. *Kokhavim* membership includes all benefits of *Congregational* membership and also includes an annual social engagement with the Rabbi for two; four guest tickets to High Holy Days; and two tickets to all CKA sponsored events, including Latke Fest, Chanukah Dinner, the Passover Seder, and the Gala.

*Reduced fee memberships are available if the standard *Congregational* rates are not affordable.

Associate Membership is available to members in good standing of another synagogue, as verified by CKA, as well as to those who reside outside our general area (defined as 60 miles or more from CKA) or who have no Jewish adults in the household. *Associate* membership is a non-voting membership status. *Associate* members pay non-member fees for rabbinic officiation, education programs, and the use of the synagogue for events.

SECTION 7

Rabbi's Discretionary Account

Purchase of Goods and Services

Key/ Fob Access

Advertising Policies

Congregation Kol Ami Rabbi Discretionary Account Policy

The Rabbi discretionary fund is a fund of Congregation Kol Ami designated by the donors for the discretionary use of the Rabbi. The fund shall conform to all relevant tax laws. The fund shall not be used for the personal benefit of the Rabbi or the Rabbi's family.

There shall be a bank account under the ownership of Congregation Kol Ami with the Rabbi as the signer and holder of the check book. In the event the fund grows to a size reasonable to establish an interest bearing or investment account, the finance committee will oversee the establishment of such accounts.

The finance committee, in consultation with and approved by the Rabbi, will designate an individual to receive the discretionary account bank statements and forward the information in a generalized (by category) fashion to the Congregation's bookkeeper for reconciliation purposes. The beneficiaries of the fund shall remain strictly confidential to the Rabbi and the designee. The receiver of the bank account statements is responsible for determining that the uses of the funds are in compliance with applicable tax law and this policy. The designated person shall serve a three year term. At the end of such term, the finance committee, with the Rabbi, may renew that person for the next term or choose a new designee. The finance committee, with the Rabbi, may terminate the designee's term for any reason at any time.

Donations to the fund should be made out to Congregation Kol Ami, not the Rabbi. Such funds shall be deposited into the appropriate discretionary fund bank account in a timely fashion. The bookkeeper or the designee should keep the Rabbi advised of the balance in the fund. Additionally, if the Rabbi desires a copy of the fund bank and investment account statements, the finance committee or the designee will take timely steps to make that happen.

In general, if a donor wishes to contribute to the discretionary fund and then have the Rabbi contribute the same to another fund; it would be better for the donor to contribute directly to the fund of choice. Further, a donor should not make a donation requiring Rabbi to disburse a benefit to a particular individual or individuals. The Rabbi and the designee must endeavor to avoid the personal inurement rules regarding non-profit organizations.

In the event there is disagreement between the designee and the Rabbi on the applicable laws, a knowledgeable tax professional shall be called upon to settle the question. Such professional shall be mutually acceptable.

The Rabbi, at his/her discretion, should report in the bulletin annually the general uses of the fund for the prior period including amounts.

The fund may be used, at the Rabbi's discretion for the following purposes:

1. Gifts to needy congregants and other individuals.
2. Gifts to 501(c)(3) organizations, including Congregation Kol Ami.
3. Payment of customary Congregation Kol Ami expenses. For this purpose, the check should be made payable to Congregation Kol Ami. Congregation Kol Ami would then pay the bill as usual.
4. Items to be used by the Rabbi, but owned by Congregation Kol Ami.
5. Other purposes as deemed appropriate by the Board and a knowledgeable tax professional.

Last updated: July 2016

Congregation Kol Ami Purchasing of Goods and Service

Identification of a need for goods or services can be requested during the budgeting process or on an ad hoc basis outside of the budget by the person(s) responsible for that area. All approvals outside of the budget should be documented. The purchase of goods or service is authorized as follows:

- Any purchase under \$500.00 needs approval from the person(s) responsible for that area.
- Any purchase between \$500.00 and \$5,000.00 needs to be approved by the President or the Treasurer.
- Any purchase over \$5,000.00 or which involves the creation of indebtedness must be approved by a simple majority of the Board.

Vendor Policy:

Our goal when purchasing from or contracting with vendors for goods or services is to ensure we further the best interests of the CKA community by identifying and selecting vendors who are able to provide high quality, competitively priced goods and services. The use of the bidding process allows us the opportunity to achieve this goal. The procedure for purchasing or contracting with a specific Vendor is as follows:

- Request for bids or quotes are not required if the value is under \$2,000.00.
- Purchases or contracts valued over \$2,000.00 require a minimum of three bids/quotes in writing detailing the quantity, specifications, delivery date, and all other pertinent information.
- If a significant relationship exists between a vendor and a CKA member, there must be written disclosure of the affiliation (e.g. family member, close associate, business interest). If the CKA member with a significant relationship is involved in the bidding they should, whenever possible, remove themselves from the decision making process to avoid a potential conflict of interest or the appearance of a conflict of interest.
- CKA purchase and vendor agreements must be made in the best interests of the congregation in mind. Factors that may be considered when selecting a vendor or making a purchase include but are not limited to:
 - Pricing

- Quality
- Experience
- Breadth and/or depth of service
- Time constraints
- History/relationship with CKA
- Compatibility of mission
- Business practices
- Reputation in the community

Adopted: July 2015

Congregation Kol Ami Key / Fob Policy

The Temple Administrator in coordination with the CKA Board institutes the following policy for the issuing of door fobs and interior keys:

1. All Board Members
2. All members of the Facility Management Committee
3. All Committee Chairs plus one additional member of the committee determined by the Chair
4. Janitorial Staff
 - a. Issued with special parameters
 - i. Day and time specific
 - ii. Security access code changed every 6 months
5. Temporary Fobs will be issued to those people with a demonstrated need
 - a. Amy should have discretion when issuing Fobs
 - i. Bar/Bar Mitzvah Families
 - ii. Caterers
 - iii. Vendors
6. Master keys for interior doors should be kept to a minimum
 - a. Only those persons with a demonstrated need should have master keys
7. The Administrator will keep an accurate log of the key/fob issuance.
 - a. To who the key/fob was issued
 - b. Access level allowed
 - c. Date the key/fob was issued
 - d. Date the key/fob expires
 - e. Date returned
 - f. Demonstrated need
8. There should be NO SHARING of KEYS/FOBS
9. Lost KEY/Fobs should be reported to the Administrator within 24 hours
10. Keys and fobs are to be kept in a secure locked location

11. This policy should be reviewed annually or sooner if there is a breach in security
12. Permanent record of key/fobs should be kept for 2 years
13. Permanent record of building access should be kept for 2 years

Last updated: December 2016

Congregation Kol Ami Advertising Policy (Pertinent to Bulletin and Member Directory)

1. We accept display ads according to the specifications shown: no unique art will be accepted without prior approval
2. All art must be in PDF format
3. Payment must be made in advance, or by card
4. Ads are accepted from members of all levels (including associate) of the congregation
5. Ads from competing organizations will not be accepted (for example from other Vancouver congregations)
6. Non member ads will be accepted at the discretion of the committee
7. All ads are subject to committee approval.
8. The committee and congregation reserve the right to refuse publication of any ad for any reason.

Last updated: September 2009

SECTION 8

Employment Policies

Advances & Loans

Congregation Kol Ami Employee Advances & Loans

It is CKA's desire to be supportive of employees from time to time as they need it. To that end, the officers of the board may authorize employee payroll advances and/or loans within the following guidelines.

1. The loan and/or advance is infrequent in nature, generally not to exceed two times per calendar year.
2. The amount is not in excess of one month's net pay.
3. The amount is repaid within no longer than three future pay dates.
4. The request and payment terms need to be in writing, signed by the employee and at least one officer of the board.

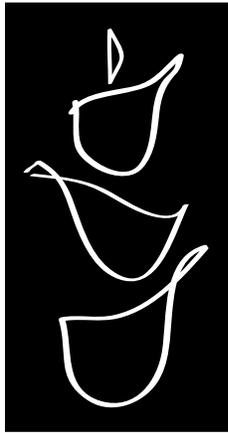
These guidelines are intended to be general and allow the officers of the Board broad discretion in granting or denying any advance and/or loan request.

Adopted: August 2010

SECTION 9

Facilities Use Policy

Rental Policy



C O N G R E G A T I O N
K O L A M I

FACILITIES USE POLICY

Last Updated: March 14, 2016

A. INTRODUCTION and MISSION

Congregation Kol Ami, (hereafter referred to as **CKA**), A MEMBER OF THE Union of Reform Judaism, offers congregational affiliation to Jews of patrilineal or matrilineal decent, Jews-by-Choice, and inter-faith families residing in SW Washington and beyond. Members in good standing are entitled to request the use of the facilities of **CKA** based on availability as within the guidelines contained in the FACILITIES Rental POLICY.

CKA is the cornerstone of living, learning, and celebrating Jewish life in SW Washington.

CKA, as a vital community institution in the community, may choose to make space available when appropriate and available for a myriad of community uses at the congregation's discretion and within the parameters set in the FACILITIES Rental POLICY. In addition to its traditional uses as a house of worship, education, and assembly, the facility can provide a venue for community events and outreach.

B. AUTHORITY and RESPONSIBILITY

1. **The Executive Board (aka BOARD)** – The board sets policies and establishes a schedule of fees for the use of the synagogue and its grounds.
2. **The Rabbi** – controls Bima/Sanctuary/Kashrut/Religious Services/Life-cycle events. The Rabbi may also decline any rental use of building by members or non-members for a religious use.
3. **The President** – Appoints committees, decides issues such as external requests (and associated conflicts or cancellations). Hereafter in this document, when the term “President” is used, it is understood that the term represents “The President and/or his/her designee.”
4. **Facilities & Maintenance Committee Chairperson** – Chairs the Facilities & Maintenance Committee, which is charged with the maintenance, security and emergencies of the facilities and grounds.
5. **The Director of Education** – Manages congregational educational efforts including Religious and Hebrew Schools and b'nai mitzvah tutoring.
6. **The Administrator** – Schedules facility-use per these and other guidelines, keeps a record of all usage, and administers contracts.
7. **Rental Committee Chairperson** – Chair the Rental Committee, which works with the Administrator to process reservation requests, ascertains that the rented facilities are ready and provides CKA presence at events as required.
8. **All Rentals** of grounds and facilities must be approved by the Administrator and Rabbi. All rentals must be approved by written contract that has been signed by the Administrator with the presidents' permission.

C. PRIORITIES (IN DECENDING ORDER)

1. **CKA's SERVICES AND RELIGIOUS SCHOOL:** Scheduled services/observances and Religious and Hebrew School classes. The Ritual and Religious Committee shall have responsibility for scheduling all religious events. The Director of Education shall have responsibility for scheduling Religious and Hebrew School classes and youth activities.
2. **MEMBER CELEBRATIONS OR LIFE-CYCLE EVENTS:** The Rabbi shall schedule these activities at his/her discretion. The Administrator will give the family priority in scheduling the facility for same-day public/private celebrations. Participation of outside clergy requires an invitation from CKA's Rabbi.
3. **SYNAGOGUE ACTIVITIES:** Meetings, events, and programs of the congregation, of the Board, of committees of the congregation, of CKA Auxiliary organizations and officially recognized clubs of the congregation, and of any other committees established by the President. The above may schedule use of the building with the Administrator for all activities sponsored by them, including fundraising and social.
4. **JEWISH NON-MEMBER CELEBRATION OF LIFE-CYCLE EVENTS:** The Rabbi should schedule these activities at his/her discretion, subject to the fees fixed by the Board. Participation by non-CKA clergy requires an invitation from CKA's rabbi.

PRIORITIES FOR EXTERNAL GROUPS

CKA *may* allow use of the facilities to outside groups whose values are compatible with CKA's own. The following groups may **NOT** use CKA's facilities:

- Groups that promote hatred or inequality based on race, religion, gender, sexual orientation, or ethnicity.
 - Anti-Israel or anti-Zionist groups
 - Missionary or Messianic groups proselytizing to Jews
5. **JEWISH NON-PROFIT ORGANIZATIONS THAT ARE NOT A PART OF CKA**

CKA welcomes Jewish organizations with compatible values to use its facilities. Whenever possible, such use will be allowed with a reduced fee amount.

Any group listed above in "Priorities" may apply to schedule the use of the facilities by communicating with the Administrator. The congregation's official calendar, maintained by the Administrator, shall be used to settle and/or help avoid conflicting

usage priorities, and all disputes will be settled by consultation of the Rabbi, the President, and ultimately the Executive Board of CKA.

Subject to limitations, outside community service and not-for-profit groups may request the use of CKA facilities for social, cultural, or other non-political programmatic purposes which are otherwise consistent with the character, purposes, and physical limitations of the facility. These policies and non-member rates will apply even if a CKA member is affiliated with the group in question. Exceptions will be at the discretion of the Executive Board. See FACILITIES Rental POLICY.

D. FACILITIES USE RULES AND SCHEDULING:

(The following rules apply to all: Congregants, staff, guests, and outside renters)

The facility and ritual observance spaces shall be used with dignity, propriety, spirit, and atmosphere of a House of Worship.

ADDITIONAL RULES:

1. No activity may be scheduled in the facility during **Shabbat, Rosh Hashanah, Yom Kippur, Sukkot, Shavuot, Tish'a B'Av, Pesach, Chanukah, Simchat Torah, Purim** or other festivals without the approval of the Rabbi. The Calendar of Jewish Holidays, available from <http://urj.org/holidays/jcal> will be used to enter the Common Era dates, for a period of two years ahead, into the official CKA calendar.
2. All food brought into the facility by members or non-members are subject to the observance of CKA dietary rules. **(APPENDIX I)**
3. CKA has fees for the use of its spaces. See FACILITIES Rental POLICY.
4. Limited alcohol use may be approved. All State licensing and regulations must be followed. Alcohol will not be served in excess nor be made available to minors. Liquor dispensing will end by 10 PM. Proof of liquor license and liability insurance, when required, must be presented at least three business days prior to the event. **The use of e-cigarettes and all tobacco products** is not permitted in the facility or on synagogue grounds.
5. The only use of open flames allowed are votive-style enclosures where the flame does not exceed the height of the glass and only with prior written permission from the Administrator.
6. "Las Vegas-style" gambling for money is not allowed. Benign/friendly gambling, raffle and games of chance for entertainment or fund-raising may

be approved with proper State licensing and must comply with State and Local guidelines. Possessing a Gaming License may unto itself not be sufficient to conduct a gaming event. Failure to adhere to all relevant laws and governing practices will result in an immediate revocation of any agreement to use the facility and law enforcement will be notified. If there are any questions regarding this policy, clarify your concerns with the Administrator or Rental Committee Chairperson.

7. CKA's furniture and belongings are not to leave the grounds of the synagogue without the written permission of and under the conditions set by the President.
8. The following are prohibited within the building(s) of CKA:
 - a. Animals (other than Service or Seeing Eye Animals).
 - b. Decorations or floral arrangements that are not free-standing. In no case may anything be affixed to the walls, ceiling, or floor of the property. Modifications to the heating/cooling controls other than by authorized CKA personnel are prohibited.
 - c. Operation of CKA-owned AV equipment, unless pre-authorized in writing by the Administrator. If authorized, fees may be applied.
 - d. **Substances that may create unsafe conditions** for congregants/guests, including but not limited to:
 - **Dance Wax** (unless applied to a portable, removable dance floor)
 - **Water, bubbles, rice, or other "throwables"** that a reasonable person might see as potentially causing slippage or falling by someone encountering them
 - **Smoke machines/bubble machines** and other special effects that have not been previously approved in writing by the Administrator
 - **Glitter**
9. Signage deemed inappropriate may be removed at CKA's discretion.
10. CKA reserves the right to refuse any future use having granted such use in the past.
11. Any use of CKA facilities that might endanger or threaten the tax-exempt status of the congregation is strictly prohibited.
12. Unless an event is officially co-sponsored by CKA or a CKA committee, publicity, signage and programmatic materials may not imply sponsorship by or affiliation with **CKA**.
13. All non-business hours' events require the presence of a designated CKA member or employee who will represent the congregation's interests, accommodate the user, and who is empowered to oversee compliance with these policies and to take action to correct non-compliance.

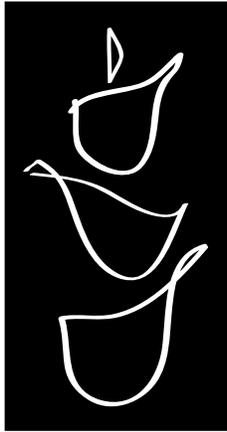
14. Users agree to reimburse CKA for any damage to CKA property, including costs incurred as a result of its use, action, or failure to act.
15. Guests are not permitted in the school areas or sanctuary when those areas are not being used for the event.
16. Requests for use that are not covered by the policies in effect at the time that may be construed as precedent-setting situations must be submitted to the Executive Board for approval before permission can be granted.
17. Food preparation outside of the kitchen is strictly forbidden in order to maintain indoor air quality, reduce pest issues and safety concerns. The kitchen has specialty venting to reduce food smells and accidental fire alarm activation. The use of small electric cooking appliances such as coffee makers and microwaves in offices and classrooms requires approval by the Maintenance Committee Chairperson.
18. **Scheduling:** Rentals are scheduled at the discretion of the Rabbi and/or the Administrator. Rentals will not be scheduled during religious services, religious school or other CKA activities. The building will not be rented or be accessible for set up from Fridays at 5:00pm to Saturdays at 5:00pm or Sundays during religious school from 8:00am to 1:00pm. Exceptions will be at the discretion of the Executive Board.

APPENDIX I

DIETARY RESTRICTIONS

Food brought into Congregation Kol Ami's buildings must adhere to the congregation's dietary policies. Though CKA does not observe strict Kosher standards, there are certain restrictions which members, caterers, and renters, must follow:

1. **Pork products** are prohibited. This includes but is not limited to pork products or any food containing pork products or by-products.
2. **Shellfish and fish without scales** and/or fins are prohibited.
3. **Meat and Dairy** may not be served in the same dish or used in preparation for consumption from the same plate. This includes consumables made with meat or meat products and/or consumables made with milk or milk products. For buffet serving, meat and dairy dishes will be offered from different tables. For sit-down meals, dairy and meat dishes (and foods therein containing) will not be served on the same plate. When in doubt, serve EITHER a meat meal or a vegetarian-style meal. FISH is not considered a "meat", however, poultry is considered "meat".
4. During the week before **Passover, leavened products** or products that rise or plump during preparation are not permitted onto the premises except by employees or persons with business on the grounds of CKA doing so as their own breakfast/lunch/snack/dinner. Said foods will be consumed and/or removed prior to the beginning of the holiday. No such foods may be brought onto the grounds of CKA for consumption during the 8-day observance of Passover.



C O N G R E G A T I O N
K O L A M I

FACILITIES RENTAL POLICY

The president, or the Administrator or the Rabbi are authorized to approve prudent exceptions to this policy in special situations

Last Updated: March 14, 2016

RENTAL PROCEDURES

Subject to limitations, outside community service and not-for-profit groups may request the use of CKA facilities for social, cultural, or other non-political programmatic purposes which are otherwise consistent with the character, purposes, and physical limitations of the facility. These policies and non-member rates will apply even if a CKA member is affiliated with the group in question. Exceptions will be at the discretion of the Executive Board.

1. All rental inquiries should be addressed to the Administrator. Request for usage must be made at least four weeks in advance, using the Facilities Request Form (**Appendix III**).
2. A rental deposit of 25% of the rental fee, the damage/cleaning deposit and an executed Facilities Rental Contract (**Appendix VIII**), due four weeks prior to the booking will confirm the booking. If a user cancels the usage agreement less than four weeks prior to the event, the rental deposit will be forfeited and the facilities will not be made available to the applicant. Security Deposits must be made by check or cash and will be refunded by check. Credit Card payments will incur a 3% processing fee.
3. The remaining rental fee balance is due two weeks before the event. Damage/cleaning deposits are not factored in as part of the rental fee as they may be refunded if warranted.
4. Publicity and programmatic materials must be submitted for approval to the CKA President for prior approval not less than 10-days prior to publication/printing. Non-compliance may result in cancellation of permission to use the facility. Costs associated with the planning, publicizing, contracting for outside sources, permits, etc., shall be borne solely by the contracting user.
5. Proof of individual liability coverage and/or special events liability coverage is required. Outside contractors (including caterers) must provide proof of liability insurance and proof of workers' compensation insurance in the amount of at least \$1 million naming CKA as a co-insured party. The verification must be presented to the Administrator at least one week before the scheduled event. The Administrator has the authority to cancel the usage of CKA facilities by any group, which has failed to provide proof of liability and workers' compensation insurance (and liquor license & insurance in applicable).
6. When alcohol is being served, the event must not be open to the general public.
7. All renters must schedule an update contact meeting with the Administrator not less than 5-business days prior to the event with detailed plans of the event. Significant changes in purpose, use of outside contractors, time and/or scope of the event must be approved by the Administrator. Non-compliance with this section may be a cause for cancellation and renter will not be compensated for any incurred costs.

8. Renters agree that the President or his/her designee has the right at his/her discretion to cancel any event due to inclement weather, emergencies, or other extenuating circumstances. Full refunds or other accommodations may be made in such circumstances. The renter assumes all liability for cancellation costs due to weather, emergencies or other extenuating circumstances.
9. The group renting space at CKA is required to provide security personnel during the event. The Administrator will schedule Board-approved security personnel at the renter's expense if proof of security is not provided one week prior to event. All security personnel are to check in with CKA representative on site at event.
10. Under no circumstances will use of facilities be permitted prior to approval of the application and a signed agreement of compliance by individual or group with these policies. Furthermore, all deposits and payments must be made when due.
11. An individual or organization using CKA's facilities assumes the sole risk for any of their property stored or used on CKA's premises, and CKA and its agents shall be held free and harmless from any liability for loss or damage to such property, except for CKA and its agents' gross negligence. All equipment which is brought onto the premises for an event must be removed at the termination of the event unless otherwise pre-arranged in writing with the Administrator.
12. A CKA representative or authorized agent will be present at all non-CKA functions to open and lock the building, to verify compliance with the rules, liaison with **Administrator** and is authorized to take immediate action to correct any found non-compliance. Resultant action may include removal of any person on the premises, engaged in but not limited to unseemly conduct or other non-compliance with CKA rules.
13. At all events, it is required to have 1 adult per 10 children during the entire event.
14. All rental spaces must be returned to pre-rental condition, see Event Cleanup Checklist, **(Appendix IV)**.
15. The use of e-cigarettes and all tobacco products is not permitted in the facility or on synagogue grounds.
16. Amusements must be in good taste and in keeping with the fact that they are taking place in a religious facility.
17. There may be no display of non-Jewish religious symbols.
18. Room set up diagram must be received 10 work days prior to event.
19. The Library, Offices and Classrooms are off limits during rentals unless these spaces are being specifically rented. If the Library is being rented, no borrowing or use of the congregation's book collection is permitted. If class

rooms are being rented, renters are not to disturb class room displays or materials.

20. The Youth Lounge (KAST room) is not available for rentals at any time.

21. Necessary and prudent exceptions to the rules can be made by the Rabbi, President or the Administrator

APPENDIX I

DIETARY RESTRICTIONS

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5. **Pork products** are prohibited. This includes but is not limited to pork products or any food containing pork products or by-products.
6. **Shellfish and fish without scales** and/or fins are prohibited
7. **Meat and Dairy** may not be served in the same dish or used in preparation for consumption from the same plate. This includes consumables made with meat or meat products and/or consumables made with milk or milk products. For buffet serving, meat and dairy dishes will be offered from different tables. For sit-down meals, dairy and meat dishes (and foods therein containing) will not be served on the same plate. When in doubt, serve EITHER a meat meal or a vegetarian-style meal. FISH is not considered a "meat", however, poultry is considered "meat".
8. During the week before **Passover, leavened products** or products that rise or plump during preparation are not permitted onto the premises except by employees or persons with business on the grounds of CKA doing so as their own breakfast/lunch/snack/dinner. Said foods will be consumed and/or removed prior to the beginning of the holiday. No such foods may be brought onto the grounds of CKA for consumption during the 8-day observance of Passover.

APPENDIX II

Congregants using the facility for “*simcha*” purposes will receive a rental fee discount , as reflected by the member price. Additional services and charges (e.g. security, etc.) will be billed at cost.

FEE SCHEDULE

Usage fees are due one-week prior to use. Overage fees, damage fees and other fees for services contracted through CKA not paid-in-advance will be billed within three-days of the event and due within 10-business days of billing date.

<i>Social Hall</i>	Rate	Members Rate
<i>Rental:</i> Includes kitchen, lobby and restroom access.	\$125/hour <i>8 Hour minimum</i>	\$400 <i>6 hour usage</i>
<i>Refundable damage/cleaning deposit</i>	\$500	\$325
<i>Exterior Facilities: 2 hour minimum</i>		
<i>Rental:</i> Includes restroom access	\$100/hour	\$150/ 2 hours
<i>Refundable damage/cleaning deposit</i>	\$100	\$75
<i>Classrooms/Library: 2 hour minimum</i>		
<i>Rental:</i> Additional hours may be contracted at the rate of \$50 per hour. Includes restroom access.	\$100/hour	\$60/ 2 hours
<i>Refundable damage/cleaning deposit</i>	\$150	\$150
<i>Education Wing: 2 hour minimum</i>		
<i>Rental:</i> Includes restroom access.	\$250/hour	\$215/ 2 hours
<i>Refundable damage/cleaning deposit</i>	\$250	\$150

APPENDIX III

FACILITIES USE REQUEST FORM

Submission of this form does not guarantee rental. Rental is not guaranteed until contract and deposits are received.

Date of request _____ Proposed date(s) of use: _____
(More than one day?) Yes No Please complete Appendix VI – Access time request

Your Name: _____

Address: _____

Phone number(s) DAYTIME: _____ EVENING: _____ CELL: _____

Daytime E-mail: _____ Evening E-mail: _____

Second Contact Person _____ Daytime phone number: _____

Evening phone number: _____

Are you representing an organization? Yes No

If YES, name of

Org. _____

Org. Address: _____ Org. Phone number: _____

Description of the use: _____

Projected number of attendees: _____ (All together or staggered) _____

FACILITIES REQUESTED: (circle all that apply)

Kitchen Social Hall Front Patio Rear Patio Classroom(s) number 1 2 3 4 5 6 (circle all that apply)

Theatre Seating: _____ Classroom Seating: _____ Reception (standing): _____

*Banquet Seating: Round Tables: _____ Chairs per Table (10 maximum) _____

The Event Will Include (check all that apply): Food Alcohol

Gambling

Are you using a caterer? Yes No Name of caterer: _____

Caterer Contact person: _____ Phone number: _____

Signature** _____ Date _____ ** My signature acknowledges that I

have read and agree to abide by the Guest Facilities Use Policy)

APPENDIX IV

<i>Event Cleanup Checklist</i>	
Kitchen	✓
Wash all used kitchenware, dishes & counters per signage	
Unplug coffee makers and other small appliances	
If trash/compost/recycle cans are 3/4 full, please take outside to appropriate dumpster.	
Turn off light	
Turn off stove and oven	
Place all unused food left at Temple in covered containers in refrigerator	
Clean floors as needed	
Social Hall & Patios	✓
Clean up all visible food & trash on floors & tables & place in appropriate trash/compost/recycle can	
If trash/ /recycle cans are 3/4 full, please take outside to appropriate dumpster.	
Table Cloths: Place in laundry can in Stock Room	
Return unused paper goods to kitchen	
Plastic tablecloths: wash, dry and fold them if in good shape & put in Stock Room, If not usable shape, please throw in garbage can.	
Return all video/audio equipment & cords to proper locations	
If stage was used, please reset one on top of the other	
Replace trash/compost/recycle cans (if emptied) with appropriate liners	
Clean up any spillages to prevent ants coming in	
Make sure all doors are closed & locked	
Turn off lights	
Lobby	✓
Insure all doors are secure and locked	
Turn off all lights	
Clean floors as needed	
Clean up all visible food & trash on floors & tables & place in appropriate trash/ recycle can	
Table cloths: Place in laundry can in Stock Room	
Return unused paper goods to kitchen	
Plastic tablecloths: wash, dry and fold them if in good shape & put in Stock Room, If not usable shape, please throw in garbage can.	
Return all video/audio equipment & cords to proper locations	
Building	✓
Insure all doors are secure and locked	
Turn off all lights	
Drop off F.O.B. in "Cash Box" if required upon leaving	
Set alarm	

APPENDIX V

Menu of Additional Services

Security	✓
Security Personnel (with 4 hour minimum) - Required - Cost for us to schedule \$20/hour	
Paper ware and plastic ware for 100ppl \$ 118.50	
Paper ware and plastic ware for 200ppl \$197.50	
Paper ware and plastic ware for 250 ppl \$237.00	
Use of BBQ Grill \$50.00	
A/V Equipment Varies	
Podium N/C	
Stage N/C	

APPENDIX VI

Building Access Times Request

We will attempt to accommodate all requests but cannot guarantee the availability of non-office hours without sufficient notice

Dates	Times Access is Request
Event Date	.
.	.
Set Up Dates	

APPENDIX VII

Required Document Checklist

Required Documents	Due By	Submitted
Contract & Facilities Request Form	4 Weeks prior to event	
Building Access Times Request	2 Weeks prior to event	
Table Layout for Cleaners (if not received basic layout will be provided)	10 Days Prior to Event	
Additional Service Request Form	1 Week prior to event	
Liability Insurance	1 week prior to event	
List of All Vendors Who Will Be Onsite for Event and copies of liability insurance	1 week prior to event	
Proof of Security	1 week prior to event	
Gaming License (If applicable)	1 week prior to event	
Proof of Liquor License (If applicable)	3 business days prior to event	

APPENDIX VIII

Facilities Rental Contract

All Renters agree to abide by the policies set forth in the Guest Facilities Use Policy. All renters and their guests must comply with all rules and policies of Congregation Kol Ami (CKA) as set forth herein. The rules, policies and agreement may be amended at the sole discretion of CKA. Rental of CKA facilities and grounds are subject to the fees established by the board, due and payable two weeks prior to the rental. If the event exceeds the time limits under contract, the overages are due within 10-days after the event.

Date and time of
rental _____

Area of Building	<input checked="" type="checkbox"/>
Social Hall	<input type="checkbox"/>
Back Patio (additional fee applies for use of BBQ)	<input type="checkbox"/>
Front Patio	<input type="checkbox"/>
Classroom(s) please indicate which one(s)	<input type="checkbox"/>
Library	<input type="checkbox"/>
Exterior rental	<input type="checkbox"/>

Purpose of Rental _____

Outside Vendors Being Used:

Caterer _____ Phone _____

Security Company _____ Phone _____

D.J./Entertainment _____ Phone _____

By signing this agreement, I attest that I have read the Guest Facilities Use Policy and will abide by all policies and rules set forth therein.

Renter Signature _____ Printed Name _____

Date _____

For CKA (signature and title) _____ Date _____

Deposit Amount received _____

APPENDIX IX

<i>Event Inspection (Please Note Any Damage Prior)</i>	
Kitchen	✓
Walls	
Floors	
Equipment	
Sinks	
Stoves	
Carts	
Countertops	
Social Hall & Patios	✓
Walls	
Floor	
Tables/Chairs	
Patio area	
A/V Equipment	
Lobby/Bathrooms	✓
Walls	
Floor	
Chairs	
A/V Equipment If applicable	
Other Notes	✓

APPENDIX X

Renters Responsibilities

All Renters agree to abide by the policies set forth in the Guest Facilities Policy.

Set up: Renter is responsible for setting up and taking down all decorations including tablecloths.

Tables: If the renter does not provide a room layout 10 days prior to event a standard layout will be used and the renter is responsible for adjusting for their needs.

Cleanup: The Renter or their caterer is responsible for returning the space to the pre-rental space condition; see Event Cleanup Checklist, **(Appendix IV)**.

Sample Floor Layout

