

**HOUSE RULES AND REGULATIONS  
TEMPLE SHALOM DALLAS, TEXAS**

Revised  
04-17-2015

**A. THE BUILDINGS AND GROUNDS COMMITTEE**

The Temple Shalom Building and Grounds Committee (“Committee”) is responsible for all Temple Shalom (“Temple”) facilities, and shall formulate such rules and costs as may be required. As noted below, Temple Shalom’s Executive Director (“Director”) shall administer such rules.

**B. REGULATIONS CONCERNING THE USE OF TEMPLE SHALOM FACILITIES**

These rules have been formulated so that the full use of our Temple facilities may be made available to all members of the congregation, organizations and other individuals and groups. Normal operating hours are 8:00 AM to 9:00 PM Monday, Tuesday, Wednesday and Friday; 8:00 AM to closing on Saturday and Sunday; 8:00 AM to 6:00 PM on Thursday.

1. Non-Temple organizations may hold a function in the Temple or on Temple grounds only with a written request to the Director and after written approval is obtained.
  - a. If public advertisements, or mailings, are to be made with the Temple Shalom address, advance copy shall be submitted for approval to the Director.
  - b. Special purposes, including fundraising aspects, shall require the approval of the Temple Shalom Executive Committee (“Executive Committee”).
  - c. The facilities and grounds are not available for partisan political organizations.
2. Any non-Temple organization having regular meetings may make one application at the beginning of the Temple Shalom fiscal year, listing dates and facilities required. Any modification thereof will require a minimum notice of two weeks and separate application to the Director.
3. Emergency meeting privileges may be granted at the discretion of the Director or the President of Temple Shalom.
4. Facilities of the Temple cannot be used for any fundraising functions or events at which an admission price is charged other than Temple sponsored activities. The Executive Committee shall have the authority to make exception to this rule.
5. There shall be no sale of tickets or solicitation of funds during or after religious services.
6. No decorations shall be hung by driving nails or otherwise defacing the walls; nor shall any posters or signs be displayed unless previously approved by the Director. There will be no wrapped or unwrapped candy thrown in the Chapel or Sanctuary, during any part of the service or any function.
7. A schedule of normal operating hours and fees shall be established on an annual basis by the Committee.

### **C. TEMPLE PROPERTY**

1. No Temple property shall be removed from the building. Deposits may be required of organizations, members, or individuals using Temple facilities. Such organizations and individuals shall be fully responsible for the replacement of any items or repair of any loss or damage sustained by the Temple. All parties using Temple facilities agree to be fully responsible for their subcontractors, such as caterers, band, disk jockeys, etc.
2. Temple members and affiliate organizations have permission to use Temple kitchen property, but there will be an appropriate charge to clean and replace these items if damaged or broken.
3. The Temple will not be responsible for property which is brought in for a meeting or function by an organization, member, or individual. All such items must be removed within twenty-four (24) hours after the meeting or affair is held.
4. The facilities of Temple Shalom shall be so used as to conform to the spirit and atmosphere of a house of worship. The Director or the President shall have the authority to interrupt any meeting or affair and cancel the privileges at his/her discretion. The Committee is also authorized at any time to cancel the privileges granted for the use of Temple facilities.
5. A function sponsor shall be responsible for the security and well-being of their guests, shall provide parking and building security as deemed necessary by the Director. Guests must remain in the area reserved for their function. Adequate adult supervision and chaperones are required at all times.
6. Parking is permitted only in designated areas.
7. Temple facilities staff is mandatory at all functions. Special charges may be assessed as incurred. This may include special opening hours to receive food, flowers, etc.
8. Smoking is prohibited in the entire building at all times.
9. Meetings must end by 4:00 PM on Fridays. Wedding and B'nei Mitzvah rehearsals must end by 5:30 PM on Fridays.

### **D. LIFE CYCLE EVENTS**

1. Members shall have the use of the Sanctuary or Chapel for Bar/Bat Mitzvahs, Weddings, Baby Namings, Brit Milahs, and Funeral and Memorial Services without charge except when unusual set-up or clean-up is involved. This will be determined by the Director.
2. Any organist or musical group must be approved by the Cantor, or by the Senior Rabbi in the absence of the Cantor.
3. Anyone using the kitchen and other equipment shall do so under the supervision of the Temple.

### **E. MEETINGS - TEMPLE AFFILIATES**

1. "Temple Affiliates" is defined for this document as the Temple Shalom Sisterhood, Temple Shalom Brotherhood, Temple Shalom Committees, and Temple Shalom Youth Groups.
2. There is no charge for the use of any facility if no food or beverages are served, provided that the building is open or approval has been granted by the Director.
3. Rooms shall be assigned by the Director.
4. Home meetings for small groups are encouraged. Charges may be incurred for special openings, late closings or other special requirements incurring special costs.

**F. BAR AND BAT MITZVAHS**

1. Friday evening - any Oneg given before or after services in the Temple shall be open to all worshippers.
2. Saturday - any member wishing to give a private gathering in the Temple shall be permitted to do so.
3. All services are open to all worshippers.

**G. YOUTH GROUPS**

1. Temple Shalom sponsored groups are furnished rooms for cultural or educational meetings without cost when no food is served and when scheduled during hours the building is open. Social functions or money-raising functions held at other times may be charged according to costs incurred.
2. An adult supervisor must schedule all youth activities and be present throughout the function.

**H. FOOD SERVICE AND FACILITIES USE**

1. Organizations and individuals will be charged a facility use fee, plus shortage or breakage for kitchen equipment and facilities.
2. All meals and refreshments served in the Temple must be arranged through the Director. Only authorized caterers will be permitted the use of the kitchen and equipment. The Director is authorized to recommend caterers.
3. If a caterer or their representative is present, the function is classified as "catered", and such caterer is responsible for the equipment and fees via the sponsoring party.
4. Temple personnel are not available to assist in preparing or serving food except as approved by the Director.
5. The use of shellfish and pork products is not permitted in the building at any time. Meat and milk products shall not be used simultaneously in the same serving bowls at Temple events. At private affairs, the mixing of meat and milk products

is at the discretion of the sponsor, who shall be informed of the policy. Bread and related leavened products are not permitted during Passover.

6. Beer, wine, champagne or liquor may not be served without the express consent of the Director. The sponsor shall furnish an appropriate release and deposit as acceptable to the Director. Under no circumstances shall beer, wine, champagne, or liquor be served to minors. A licensed bartender is required for all the serving of liquor; and no open bottles on tables are permitted. All serving of alcoholic beverages shall cease at midnight.
7. All parties using the kitchen and/or other areas where food is served must leave them clean or be charged for the labor to clean them.

## **I. FEE SCHEDULES AND PAYMENT**

### **1. Members**

- a. A fee shall be charged for use of building facilities for lunches, receptions, dinners, dances, parties, etc. Special charges may be incurred for extended openings or closings, damage, loss or security.
- b. Payment of fifty percent (50%) of fees is due upon booking. The remaining payment, including all deposits, is due thirty (30) days before the event, or space cannot be held unless other special arrangements have been made with the Director. All other charges must be paid within thirty (30) days following the event for the member to remain in good standing.
- c. Member's extended family and/or friends may join in sponsorship, but the member shall remain ultimately responsible for all costs incurred.

### **2. Temple Affiliates and Non-member Organizations**

- a. Temple Affiliates and activities (such as fundraisers, concerts, etc.) will be charged according to Paragraph I-1-a above with payment to be made within 30 days following the event.
  - b. Non-member Organizations will be charged according to the current fee schedule for non-members.
3. The Committee shall have the right to vary from the above in extenuating circumstances.
  4. The Committee shall provide a fee schedule every calendar year to be in effect for all bookings contracted during that year.