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Building Use Policy (Use of Building and Grounds)

I. INTRODUCTION

CBS is pleased to offer to the Congregation, its members and groups within the Synagogue and to the larger community, facilities for worship, celebration, consolation, study and assembly. Events must be appropriate to the character and purposes of our Synagogue. Therefore, priority must be accorded to scheduled services, religious and Hebrew school classes, life cycle events of members, and major scheduled activities of CBS auxiliaries and sponsored groups, in that order. In order to maximize the value and utility of the Synagogue building and grounds for these purposes, it is necessary to establish and observe certain policies for the use of these facilities for members, nonmembers, outside groups and their guests.

II. FACILITIES AVAILABLE FOR USE

The following facilities are available on a scheduled basis:

A. SANCTUARY

Accommodates up to 250 persons with wall divider in place (additional seating potential when combined with Social Hall). Available for religious services, life cycle events and other appropriate events with a large anticipated attendance, subject to the approval of the Board of Directors and the Rabbi. If the event is not religious in nature then appropriate measures must be taken to ensure the sanctity of the sanctuary which may include covering the ark.

B. SOCIAL HALL

Accommodates up to 500 persons seated auditorium-style or 250 persons for table service or buffet; available for the uses described herein, served by main kitchen and service entrance. Outside caterers may be employed but must observe the kashrut policy.

C. LIBRARY

Available for small meetings; accommodates up to 20 persons for appropriate events, subject to general school and library schedule.

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D. FRONT FOYER

To be used for Oneg Shabbats and other informal social gatherings. Accommodates up to 125 persons.

E. YOUTH LOUNGE

Accommodates up to 40 persons for informal meetings.

F. CLASSROOMS

Accommodates up to 20 persons for informal meetings subject to school schedule.

G. KITCHEN

May be used by approved caterers in conjunction with special rules regarding Kashrut described below. Use by caterers for *onsite cooking* requires approved caterers' agreement and pre-payment of additional fee.

H. GROUNDS

Available for outdoor receptions, picnics and other appropriate events with prior approval.

I. PARKING SPACES

Available for rental with signed agreement and payment of fee.

III. WHO MAY USE FACILITIES

A. MEMBERS

Members in good standing and their immediate families may reserve Synagogue facilities on a priority basis and for reduced fees. Good standing requires that dues and building fund pledges be current at the time the reservation is made. Immediate family includes members, spouses and children below the age of 26.

B. NON-MEMBERS

Non-members may request the use of the Synagogue facilities, subject to the non-member fee and no earlier than 9 months prior to the scheduled event.

C. SYNAGOGUE SPONSORED GROUPS

Synagogue groups and other related committees which are affiliated or otherwise endorsed by the Synagogue, may use Synagogue facilities

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without a fee, subject to prior scheduled events and other Synagogue sponsored activities. As such, these groups are asked to schedule major events as far in advance as possible. To the extent possible, regular meeting schedules should also be approved in advance to avoid unnecessary conflicts or crowding. Fund-raising events to be held at the Synagogue require the expressed prior approval of the Board of Directors.

D. OUTSIDE GROUPS

Appropriate outside groups, such as charitable, educational, civic, and social action groups may request the privilege of using CBS facilities subject to the fee schedule. The Board of Directors may waive such fees at its discretion. Scheduling is subject to prior reservations for life cycle events. Outside events having particular relevance to the Congregation and the Jewish community are preferred. However, any fund-raising event for outside groups requires the expressed prior approval of the VP Administration. An appropriate release and a certificate of public liability insurance will be required.

Any other groups that request the use of the building facilities will be at the discretion of the board of directors.

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

IV. PURPOSES AND PRIORITIES OF USE

As stated above, first priority will be given to use of facilities for scheduled services, religious and Hebrew school classes of Congregation Beth Shalom.

A. MEMBER CELEBRATION OF LIFE CYCLE EVENTS.

Next priority will be given to use of CBS facilities for members' use for private luncheons, dinners and receptions in conjunction with the celebration or observance of life cycle events. Arrangements must be made well in advance for participation by the Rabbi and/or other synagogue staff at any religious observance or ceremony at the Synagogue. Prior approval of the Rabbi is required for any participation by outside clergy.

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B. SYNAGOGUE ACTIVITIES.

Third priority will be given to events planned by Synagogue auxiliaries, other CBS sponsored groups, and special events planned by the school. These events may have Jewish content or be designed as fund-raising or social events.

C. NON-MEMBER CELEBRATION OF JEWISH LIFE CYCLE EVENTS.

Fourth priority will be given to the use of CBS facilities for non-members' celebration of life cycle events, subject to all of the reservation restrictions described herein.

D. OUTSIDE GROUPS

Subject to the limitations set forth above and in Section V below, outside community-service not-for-profit groups may request the use of CBS facilities for social, cultural or other programmatic purposes which are otherwise consistent with the character, purposes and physical limitations of the Synagogue. Unless such an event is officially co-sponsored by CBS or a CBS auxiliary, publicity for such an event should not in any way imply such sponsorship by or affiliation with CBS.

Publicity which refers to CBS should be submitted for approval to the Board for prior approval. The use of CBS mailing lists by outside groups is strictly limited pursuant to Board approval. Outside groups requesting the use of CBS facilities must submit such requests in writing and must agree to be solely responsible for all costs associated with their use of CBS facilities.

E. POLITICAL CANDIDATES

CBS recognizes that it may serve both its congregants and the wider community when it is used as a forum to educate the public on issues of public concern or to increase awareness of the views of holders of, and candidates for, public office. Therefore, CBS may allow the use of its facilities for such purpose, subject to the order of priorities as set forth in the previous paragraphs. However, CBS facilities shall not be made available for such purposes other than as part of programs under the auspices of CBS or other CBS sponsored groups. No fund-raising shall be permitted at such events.

F. COMMERCIAL USES

CBS does not seek commercial use of its facilities, but would consider renting, for appropriate use, its kitchen, social hall or classrooms with the prior approval of the Board of Directors. Any commercial use must be

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done at a profit to CBS, so all fees charged will be at NON-member rates, or negotiated for longer terms than one time usage. CBS reserves the right to refuse any commercial use in the future despite having granted such use in the past.

V. ALLOCATION OF FACILITIES

A. USE OF PARTICULAR FACILITIES

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

B. SCHEDULING

The Synagogue staff maintains a calendar for all events held in CBS facilities. The use of particular facilities is subject to worship and school schedules, prior reservations and hourly and seasonal considerations.

C. HOURS OF USE

In accordance with the fee schedule and subject to availability, reservations will be treated as covering periods of five hours or less, with appropriate allowances for set-up and clean-up at the convenience of the Congregation. The building is not available for rental when school is in session. There may be other restrictions on availability based upon observance of religious holidays and related Congregation uses.

D. HOW TO RESERVE FACILITIES

All requests for reservations begin with an Event Request/Reservation form available from the synagogue office or at the CBS website. No reservation shall be considered firm until a CBS Acknowledgement of Request Form has been executed by the host and an authorized official of the Synagogue, in writing, and any required deposit is received by the Synagogue. Any required deposit must be received within two weeks of the original reservation; otherwise, the reservation shall be considered null and void.

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E. USE FEES

Fees for use of CBS facilities are established by the Building Use and Catering committee and approved by the Board of Directors. A complete current schedule of fees is available from the synagogue office.

When a fee is required for an event, a deposit of 25% is due at the time a written request is delivered to the Synagogue. The balance of all fees are due and payable in full two weeks prior to the date of the scheduled event. All such fees are refundable in full if Host delivers notice to the Synagogue canceling the event either (i) not later than 30 days prior to the scheduled date, or (ii) if the COVID-19 Community Level will be High under the CBS COVID-19 Policy at the time of the event, not later than 48 hours prior to the scheduled date. Otherwise, fees owing in connection with the event will not be refundable. If any extraordinary setup and/or clean-up services are required of CBS, Host also agrees to pay CBS additional fees in the amount of \$250 for said services.

VI. FOOD AT CBS

A. KASHRUT

All events must follow the kashrut policy. All events may be monitored by the VP Administration or a designated individual to ensure that Kashrut policies are enforced. In the event that an event is in violation of the policy the event will be asked to leave and all expenses to re-kashrut the kitchen and synagogue will be paid by the event host. Any questions concerning foods should be provided to the VP Administration at least 2 weeks prior to the event so appropriate answers can be obtained.

Our Kashrut Policy strives to assure that all CBS members are comfortable at any event. Toward that end, CBS has separate policies for Meat, Non-meat, Pareve, Passover, and Alcohol:

Meat products

(a) Any meat brought onto CBS premises must be strictly kosher, i.e. it must be kosher slaughtered and come from a kosher purveyor. Needless to say, no pork or pork products are allowed.

(b) Meat dishes shall be cooked/prepared in kosher pots and pans reserved for that purpose.

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(c) Caterer needs to disclose, no later than 24 hours before event, an invoice for the raw meats showing they are Kosher and where they were purchased.

Dairy, vegetarian, and fish dishes (together referred to as non-meat for this purpose)

(a) Food containing only dairy and/or vegetarian ingredients need not be prepared in a kosher kitchen. Non-meat ingredients must not include lard, chicken or beef stock, or other meat products, and no glycerin, or gelatin unless specified as kosher on the label (this includes marshmallows).

(b) CBS accepts all cheeses to be kosher except ones containing meat or shellfish.

(c) Kosher fish requires that the fish have fins and scales and therefore excludes all shellfish, shark, catfish, and others. (Swordfish is considered kosher)

Meat and Dairy and Pareve

(a) For both meat and dairy meals, fish, eggs, fresh fruit and vegetables, grains and packaged items marked Pareve (Pareve means the food has neither dairy nor meat ingredients) may be used at any meal.

(b) Meat and dairy may not be served together at any event held in CBS. This means making sure that ingredients in meat meals do not have any dairy ingredients, and vice versa.

Passover

(a) During Passover, the Synagogue maintains a strictly kosher policy.

(b) All baked foods brought in must come from a kosher caterer or be store bought and packaged with kosher for Passover markings.

(c) All food preparation must take place at the Synagogue using Passover cookware and disposable dishes.

Alcohol

Alcoholic beverages of any kind that do not violate the rules of Kashrut may be served at CBS. However kosher wine must be used for blessings.

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B. ALLERGENS

We are a nut free facility and do not allow any peanuts or tree nuts within the premises. This includes products that are made with these ingredients or are made in a facility that has cross contamination.

We recognize that we have many congregants with other dietary restrictions. To the extent possible, we encourage Hosts to label food products so that attendees are able to avoid other potential allergens (such as gluten, dairy).

C. CATERED EVENT DEFINITION

A catered event is defined as an event that requires wait staff or kitchen staff; or use of ovens or stove for cooking; or use of the dishwasher. Host must ensure that any caterer used has signed a contract with CBS either by being on the pre-approved list or by initiating the signing of a contract. Any caterer who intends to use the kitchen for the purpose of cooking onsite must sign, in advance, a caterers' agreement and pay a \$200 non-refundable fee. Exceptions need to be approved on a case-by-case basis by the Building Use and Catering Committee.

D. CATERERS

All caterers will be required to provide evidence of insurance and they may be required to post a cash bond to cover loss or damage to CBS facilities and equipment as well. Caterers are responsible for clearing tables, washing dishes and leaving the kitchen in a neat and clean condition and disposing of all refuse in plastic bags and placing them in the containers provided outside the service entrance. Caterers are responsible for complying with all CBS policies, including those regarding prohibited foods, in accordance with the Kashrut policy. Caterer must provide name(s) of people who will be doing the onsite cooking and provide their Illinois Food Handlers License and Allergen Certification with expirations dates. Caterers who fail to comply with Synagogue policies will be charged an additional cleaning fee and may be refused permission to provide services at CBS in the future.

E. DROP OFF or POT LUCK

Event hosts may choose to have prepared food dropped off rather than cooked in our kitchen. Or, they may choose to self-cater their events. In either case, all food served must still abide by our Kashrut Policy.

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F. OUTDOOR COOKING

Caterers and congregation members are not permitted to barbecue, grill or use any open fire for cooking on or near the premises without prior written permission.

VII. GENERAL TERMS AND CONDITIONS

A. ABIDING BY THE POLICY

For any event scheduled at CBS, the host acknowledges the receipt of the CBS Building Use Policy regarding use of buildings and grounds and agrees to abide by the policies set forth therein as well as any other special requirements imposed by CBS, the Board of Directors of CBS, or any other authorized official of CBS.

B. LIABILITY

Host shall indemnify, defend and hold CBS and CBS property harmless from and against any and all liability, loss, cost damage, or expense, including but not limited to reasonable attorneys' fees, sustained by CBS (i) arising on account of or through the use of the facilities or any part thereof by Host or by any agent, employee, invitee or guest of Host for any purpose inconsistent with the provisions hereof, (ii) arising out of, or directly or indirectly due to, any accident or other occurrence causing injury to any persons or property resulting from the use of CBS' facilities by Host, and (iii) arising under any present or future ordinance, law or statute of the City of Naperville, DuPage County, the State of Illinois, or any other governmental authority having jurisdiction over the facilities, by reason of any storage, sale, use or giving away of alcoholic beverages on or from the facilities.

All vendors agree to provide a certificate of liability insurance naming CBS as an additional insured, form and in an amount satisfactory to CBS.

Neither party shall be held liable for failure to fulfill its obligations hereunder if such failure is due to a natural calamity, act of government, or similar cause beyond the control of such party. Host shall not sell, transfer, assign, or subcontract any right or obligation hereunder. Any act in derogation of the foregoing shall be null and void.

The validity, construction, and performance of this Agreement shall be governed by the substantive law of the state of Illinois.

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C. PERSONAL PROPERTY

CBS is not responsible for the personal property of Host, its employees, agents, guests and invitees. Any items left after the event without the prior written consent of CBS shall become the property of CBS and will be disposed of accordingly.

VIII. ADDITIONAL RULES

A. DECORUM

CBS is not a hotel or banquet hall. Although celebrations and entertainment may be appropriate uses of the facilities, a sense of decorum in keeping with a house of worship and study, and a consideration for the rights and sensibilities of other members and guests, must be maintained. In this regard, persons hosting or attending events at the Synagogue are urged to exercise good judgment with regard to matters of dress, language and behavior and, when appropriate, to advise others to exercise restraint.

B. SECURITY AND CROWD CONTROL

In the event Host's use of the facilities requires crowd control, restrictions on admissions, parking lot security and/or security for personal belongings, said services shall be the sole and exclusive responsibility of Host and shall be at Host's cost and expense. Note, the only exception to this is normally scheduled religious services, including b'nai mitzvah services, during which CBS normally provides onsite security. .

For all events at which children under the age of 18 will be present, a chaperone (person specifically designated to supervise such children) must be provided. If the number of children is from 20 to 40, two chaperones must be provided with one additional chaperone required in increments of each 20 children thereafter. The necessity for such chaperones is to protect our property and interests, and the cooperation and understanding of the members sponsoring such events is expected.

C. ALCOHOLIC BEVERAGES

Host acknowledges and agrees to accept all responsibility for the consumption of alcoholic beverages on CBS property and agrees to waive and release CBS from all claims of liability for any incidental, indirect, special, consequential or exemplary damages whether arising in contract, tort, or otherwise, which may arise directly or indirectly out of the consumption of such alcoholic beverages. Toward that end, the host

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agrees to ensure that alcohol is not made available to minors and that guests do not consume to excess. If no caterer will be contracted, but alcoholic beverages will be served, Host must hire a properly trained, licensed, and insured bartender. No cash bar or sale of alcohol is permitted at events.

D. SMOKING

Smoking is prohibited at all times in the entire building and allowed only in designated outside areas.

E. DECORATIONS

No decorations, signs or tags shall be placed by Host, its employees, agent and/or invitees on any part of the facilities or CBS property without the prior consent of CBS. In particular, no signs or decorations may be adhered to the inside of any glass surfaces, as this may damage protective film. No hallways or exits shall be obstructed in any way by Host, its employees, agents and/or invitees. No property of CBS shall in any way be removed by Host, its employees, agents and/or invitees.

Due to concerns over environmental impact and latex allergies, the use of latex balloons is strongly discouraged. Should Host choose to use latex balloons, they must first receive written permission from the CBS office. All balloons must be immediately removed from the building at the conclusion of the event.

Confetti and glitter are not allowed in our building.

Royal blue, Aqua, Black, and Maroon tablecloths available when using space within our building at no additional charge; however, washing pre- and post- event is the responsibility of the event host. Washed tablecloths should be returned to the kitchen within one week of the event.

G. PYROTECHNICS

Indoor use of any pyrotechnics, flammable, or explosive devices (such as fireworks or spark-producing items) is expressly forbidden.

H. PHOTOGRAPHY AND VIDEOTAPING.

Videotaping at all life cycle events is permitted with the approval of the Rabbi. Photographs and videotapes may be taken in the Sanctuary at other times subject to school and worship schedules. Please notify the Synagogue Office in advance of picture-taking sessions. The Ark may be

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opened for photographs, but prior permission must be obtained to remove a Torah from the Ark. Families must inform their photographers of these rules. Photographers failing to comply with Synagogue policies may be denied the privilege of working in the Synagogue's facilities.