

# **Congregation Kol Ami**

## **Guidelines for Building Usage**

### **By Synagogue Committees and Groups**

The following guidelines are meant to assist you when using the Synagogue building. If you have any questions, please contact the Synagogue Administrator.

**Scheduling:** All Synagogue facilities must be reserved in advance and events must be scheduled with the Synagogue Administrator. *This includes all committee meetings.* To avoid possible confusion, meetings and events will be scheduled by completing the Meeting/Event Room Reservation Form and returning the form to the Administrator at least 30 days prior to the meeting or event. *Please note that regularly scheduled monthly meetings should be reserved prior to the beginning of the fiscal year.* The Administrator will confirm by email. The Administrator will book an appropriate room for the meeting/event, based on the number of attendees, day and time of event. The Administrator must be notified if the meeting/event is canceled or rescheduled as soon as possible. Committee members are responsible for set-up and clean up including disposal of any trash containing food items. If the assistance of a custodian is needed, this must be arranged in advance with the Synagogue Administrator.

**Keys:** If you will need access to the building outside of regular business hours you must fill out a temporary key application and receive a temporary access code to the alarm system. The Synagogue Administrator will provide you with these in addition to providing instruction in use of the alarm system. (It is important to receive proper training in use of the alarm system as the Kol Ami Board has mandated that the cost of false alarms may be the responsibility of the committee determined to have set off the alarm.) Keys must be returned after the event/meeting.

**Kitchen:** The Rabbi and Board of Directors have formulated guidelines for use of the kitchen. The kitchen policy will be strictly held and someone who has taken the “Keep It Completely Kosher” class must oversee all preparations. Any use of an outside caterer requires a Mashgiach (kitchen supervisor) to be hired or a member of the committee who is qualified to oversee the kitchen in the kitchen at all times during entire duration of event and its preparation. All Synagogue-sponsored events are required to have all food checked in and reviewed by the Rabbi, Synagogue Administrator, Mashgiach or someone approved to do so via the Rabbi. The Synagogue custodian is not responsible for cleaning the kitchen; this is the responsibility of the user. Please refer to the “Kitchen and Facilities Policies and Practices.”

#### **Food Restrictions:**

Congregation Kol Ami affirms the value of our people that there is a religious dimension to the consumption of food. We maintain our choice of food and our respect for the practices of Kashrut. We respect the principles of acceptable foods and the separation of meat (including poultry) and dairy products and we honor all policies in the area of Kashrut. Congregation Kol Ami is a kosher kitchen and as such, all dishes or utensils are required to be labeled appropriately and all food served must be labeled Kosher.

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Members wishing to host functions must provide food labeled and certified as Kosher. These items must be checked in by a Mashgiach (Kitchen Supervisor) or the Rabbi. Within the Synagogue facilities, the following rules for the serving of food will be respected.

#### **Separation of Meat and Dairy Products**

Meat and dairy products, as described below, may not be mixed together at any meal including individual dishes, side dishes, desserts and condiments including whiteners.

A meal is defined as:

- **Congregational meal** - any food served to the entire congregation as part of a worship service or other event where one menu is available to all such as congregational Onegs, Kiddush, banquet, etc.
- **Group meal/snack** - any food served by a group as part of an event or program where food is available to all participants such as snacks, luncheons, dinners, private party/oneg/kiddush, etc. Where there is more than one group serving food, such as at different meetings or events held at the same time, each is individually defined as a separate "meal".
- **Individual/family meal** - any food brought into Synagogue by an individual or family for their own personal use at any time including general snacks, committee lunches, bag lunches, school snacks, etc.

#### **Meat Products**

Only Kosher certified poultry, beef, lamb or veal may be served at Kol Ami. Meats of non-kosher species may not be served. Foods containing any excluded meat ingredients may not be used such as cakes made with lard, soup made with ham, spring or egg rolls made with pork or shrimp, etc. Dairy products, such as milk and butter, may not be mixed in or used in preparing meat dishes and meat may not be cooked, fried or basted with dairy products.

#### **Dairy Products**

All dairy products may be used in the preparation of dairy foods including milk, cheeses, yogurt, sour cream, ice cream and butter. If a meat meal is served, desserts containing dairy products or dairy creamers may not be served.

#### **Seafood Products**

Only fish species that have both fins and scales may be served such as salmon, sole, trout, etc.

Shellfish such as shrimp, crab, oyster, lobster, clams; etc. may not be served. Fish are not meat. Dairy products may be used in preparing fish dishes, for example, salmon with cream sauce, etc.

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#### **Parve Products**

Parve products are neither meat nor dairy and are usually indicated as such on the label or package. Fruits and vegetables are considered Parve. Parve products may be used in the preparation of meat dishes such as 100% vegetable oil, non-dairy whitener or eggs.

**Alcoholic Beverages:** Please review the “Kitchen and Facilities Policies and Practices” and speak to the Synagogue Administrator regarding this policy.

**General Rules:** As with any organization, it is necessary to have rules to simplify use of the building. Your cooperation is appreciated.

No nails, tacks, screws, tape, or other means of fastening are to be driven into or placed in contact with any surface including walls, windows, floors and furniture.

If needed, the Synagogue’s custodian will set up before, and clean up after your event. Please let the Synagogue Administrator know if you will need custodial assistance. If the building is left in a condition requiring more than the usual custodial clean up, the user will be charged a fee for custodial overtime and/or outside cleaning service help.

Flowers and decorations must be removed after the event/meeting.

The Synagogue Administrator must approve any unusual activities involving the Synagogue building. For example, fog machines, cotton candy makers, beach balls, and any uses of water other than for drinking are not permitted. No gum, glitter or confetti is permitted.

The Synagogue office may not be used during your function. There are strategically placed telephones available for emergency use. Please see the Synagogue Administrator.

Smoking is prohibited at all times throughout the building.

Parking is permitted in the parking lot adjacent to the Synagogue building. Please note that many parking spaces have restrictions for specific people. We appreciate your cooperation in observing this and therefore not using these spaces. In addition, the space along the sidewalks and grassy areas are not permitted for parking.

No equipment is to be removed from the Synagogue at any time.

The applicant or committee using the Synagogue facilities is responsible for any loss, breakage, or damage to equipment and/or property.

All hallways and exit doors must be kept clear. Chairs, decorations, and flowers may not block passage through hallways or exit doors or violate fire laws.

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Congregation Kol Ami is not responsible for any loss or injuries to any person or their guests using the Synagogue facilities.

Congregation Kol Ami reserves the right to refuse the use of service providers and/or caterers deemed unacceptable on the basis of past performance.

Congregation Kol Ami reserves the right to rearrange room assignments based on need of any congruent events.

**\*\*Remember to reserve space well in advance of your event to assure you will receive the date, time and room requested. \*\***