

INTRODUCTION

This booklet is designed to be a resource guide and it will answer your questions, as your child becomes Bar/Bat Mitzvah. **We suggest you read through the whole booklet first in order to familiarize yourself with the process. Then you can return to the sections, as you need them.**

The booklet should answer most of your questions. Please keep it on hand and refer to it. The forms and prayers are in the Appendixes. Should you have any questions to which you cannot find an answer, please contact Rabbi Perry at 978-251-8515 or rabbi@congregationshalom.org.

If your family has any special considerations, such as divorced or separated parents, or special needs children, we encourage you to confer with Rabbi Perry as soon as you can. Also, if you have members of your family who are not Jewish and would like to talk about any issues that may arise, please do not hesitate to call Rabbi Perry as well.

Most importantly, remember in all of your planning that your child's Bar/Bat Mitzvah service is a part of our congregation's regular Shabbat worship and not a private ceremony for your family alone. Because of this there are parameters regarding ritual, music and appropriate dress. As a community, we must balance what each family can do to personalize the experience with the needs of the entire congregation's ritual traditions. Although embarking on this journey may feel overwhelming at times, we assure you that you will always treasure the memories of this special day.

REQUIREMENTS

1. Regular attendance in the religious school as well as five years of Hebrew study in the congregation's Hebrew program. A successful completion of an individual course of study is also required prior to becoming a Bar/Bat Mitzvah. It is expected that all B'nai Mitzvah will continue in the religious school through the Confirmation year (10th grade).
2. Bar/Bat Mitzvah Workshops for 6th Graders and their Parents.
These workshops, led by Rabbi Perry, are an invaluable tool for families to address issues pertaining to their child's Bar/Bat Mitzvah. The series includes two to three sessions, which focus on the history and significance of Bar/Bat Mitzvah, values clarification, as well as practical planning issues.
3. Each Bar/Bat Mitzvah candidate will attend a minimum of six Shabbat evening services, accompanied by parents, at Congregation Shalom during the year prior to his or her becoming a Bar/Bat Mitzvah. They can attend services at another synagogue, but must confirm this with Rabbi Perry. The student must also write about these experiences in a mitzvah journal.

4. Each B'nai Mitzvah candidate will perform, with prior approval from Rabbi Perry, 13 Mitzvot during the months preceding his or her becoming a Bar/Bat Mitzvah. The Mitzvot should be divided into the following three categories: Torah – Study & Knowledge, Avodah – Observance, and G'milut Chasadim – Acts of Loving Kindness. A journal describing their experiences should be kept. Throughout the year, Rabbi Perry may monitor their efforts and discuss their journal writings. At the final dress rehearsal, Rabbi Perry will ask to see the journal so she can speak about their experiences at the service.
5. 6th Grade Kallah – Each 6th grader is required to attend a Kallah retreat in the spring. This is an all day, off-site event for all 6th grade students. There is a fee to attend this event, but scholarships are available when needed.
6. Families must be in good financial standing with the congregation or have made appropriate arrangements with the treasurer or president.

PREPARATION

Approximately 10 months prior to Bar/Bat Mitzvah, each student must begin preparation. Preparation requires the student to work with our synagogue's B'nai Mitzvah tutor. On staff, we have a professional tutor who will assist your child throughout the preparation. The tutor will confer with the parents about the student's progress. The tutor will be careful to map out the assignments so the student makes steady progress. The tutor works in tandem with the Rabbi and together they will adjust the assignments as needed. Families will be asked to fill out preliminary forms indicating availability for tutoring, and our B'nai Mitzvah tutor will contact the family and organize the tutoring schedule. This tutoring schedule is revised on a bi-monthly basis to address families' changing schedules.

Around 2 or 3 months prior to the ceremony Rabbi Perry will meet with the child and at least 1 parent 2 times to work on the D'var Torah. If your child has difficulty writing, additional meetings may be necessary. A D'var Torah is a reflection about the Torah and Haftarah portions. Your child will write their personal interpretation of these portions with the help of Rabbi Perry. The D'var Torah is not a thank you speech but thank yous are important and we suggest that these be done at the family's private celebration.

Even though your child will have completed the task of learning their portions and prayers with the tutor, they still need the opportunity to rehearse in the Sanctuary. It will be the responsibility of the B'nai Mitzvah coordinator to help your child finish this process. This will aid them in public speaking and allow them to practice from the Torah Scrolls. Our Bar/Bat Mitzvah coordinators will meet weekly with your child starting 7 weeks prior to their Bar/Bat Mitzvah. Then 2 weeks prior to the Bar/Bat Mitzvah, there will be 3 rehearsals with Rabbi Perry. These are on Tuesdays and Thursdays in the late afternoon for ½ hour. A final rehearsal with the nuclear family will be held on the Thursday before the Bar/Bat Mitzvah at 5:00PM and will last an hour.

REHEARSALS WITH RABBI PERRY - SCHEDULE EXAMPLE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Rehearsal with child 4:00-4:30 PM		
		Rehearsal with child 4:00-4:30 PM		Final rehearsal with family 5:00 PM		Bar/Bat Mitzvah date

BAR/BAT MITZVAH RITUAL

Friday night

On the Friday evening preceding a Bar or Bat Mitzvah the young person is invited up to the Bimah with all of his/her immediate family to lead the Kabbalat Shabbat blessings. Family members include parents, stepparents and siblings. The Bar/Bat Mitzvah lights the candles and leads the candle-lighting blessing. The Bar/Bat Mitzvah then raises the Kiddush cup and leads the Kiddush.

Families may want to review these prayers together ahead of time so that they feel comfortable leading these prayers in front of the congregation. These prayers are found at the back of this booklet and mp3 files can be found on the Congregation Shalom web site at www.congregationshalom.org.

One Friday of every month is our Family Shabbat Service starting at 7:00 PM. Two Fridays each month are Sunset Shabbat Services starting at 6:00 PM. The short Kiddush is used at this service. The fourth Shabbat of the month is the Sweet and Soulful Shabbat, which begins at 7:00 PM. Again, these melodies can be found at our synagogue web site.

Saturday Morning

At the Shabbat morning service, there are many ways for the family to be involved. At the beginning of the service, there are opportunities for 4 people to read opening prayers or readings. More than 4 people involved at this part of the service detracts from the flow of the service and liturgy. There are many different sources from which to choose these readings. Rabbi Perry can direct you to those sources and she needs to approve the selected readings for content and length. Those who are given this honor do not need to be Jewish. If a reader is not Jewish, the reading should not identify them as Jews or refer to the Covenantal relationship with God. If the Bar/Bat Mitzvah's parents are divorced, these readings will be divided between the two families.

If the child is receiving a Tallit as a gift from parents and grandparents this can be done in a short presentation format at the beginning of the service or the child can start by wearing the Tallit. If there is going to be a presentation of the Tallit, please contact Rabbi Perry to review the process with you.

The Bar/Bat Mitzvah will lead part of the service, beginning with the Chatsi Kaddish and ending with an introduction to the Tefillah. These parts of the service will be reviewed with our Bar/Bat Mitzvah tutor and Bar/Bat Mitzvah coordinators.

As the Torah is taken out of the Ark, the parents, stepparents and Jewish grandparents come up to the Ark along with the Bar/Bat Mitzvah. Rabbi Perry takes the Torah out of the Ark. After the music ends Rabbi Perry talks about passing the Torah down through the generations and the Torah is then handed down through the generations to the Bar/Bat Mitzvah.

For the Torah service, it is our congregation's ritual policy to have 3 Torah Aliyot during the service and multiple people can participate in each Aliyah. These blessings can be given to any Jewish relative or friend. See Appendix A (page 21) for the Aliyah Information Form. Please bring this information filled in to the Family rehearsal on the Thursday before the ceremony. It is important for anyone who is saying the blessings to review them ahead of time and know how to clearly read or chant them. Please ask your family and friends to practice.

Since the blessings identify oneself as a Jew, it is only appropriate for a Jewish person to lead these prayers on behalf of the congregation. The Bar/Bat Mitzvah can also have an Aliyah. Normally this would be the third Aliyah. This can be done alone or with other family members or friends.

When the Torah is being dressed in preparation to return to the Ark, two people can be honored, by assisting in dressing the Torah and opening the Ark. This honor should be given to family or friends who are Jewish. Older children can be asked to participate in this ritual.

After the Torah is returned to the Ark, the Bar/Bat Mitzvah will read or chant their Haftarah portion and deliver their D'var Torah. Later Rabbi Perry will speak to the Bar/Bat Mitzvah and the parents may have an opportunity to speak to their child. If there is a parent's speech, they come up together and each can speak for about two-three minutes. Each double-spaced typed page takes about 2 minutes to read. If they need assistance, Rabbi Perry can be of help before hand. If the parents are divorced they may come up separately or together, whichever is most comfortable, to offer their remarks/blessings. Their spouses can come up as well and offer their own personal statements if they wish. These speeches are not meant to be a review of the child's secular achievements but rather a reflection on their character and their connection with Jewish life. It is important to remember that these speeches are in the context of a worship experience. A week prior to the ceremony, Rabbi Perry needs to see a draft of the parent's speech.

When all the blessings/remarks are complete, the generational family gathers in front of the Ark for a family blessing. The generational family includes the Bar/Bat Mitzvah, the parents, stepparents, grandparents and siblings.

Any alterations to this policy remain within the final discretion of Rabbi Perry.

A MORE DETAILED SCHEME- BAR/BAT MITZVAH ROLE IN WORSHIP

1. The Bar/Bat Mitzvah will conduct the service by reading half of the liturgy, beginning with the Chatsi Kaddish.
2. After the Torah is handed down through the generations, the Bar/Bat Mitzvah will then carry the Torah in a hakafah (circuit) through the congregation. The parents and grandparents or siblings may choose to join the Bar/Bat Mitzvah for this circuit. When the Bar/Bat Mitzvah returns to the Bimah the parents will help the Bar/Bat Mitzvah undress the Torah scroll.
3. The Bar/Bat Mitzvah reads or chants 12 verses of Torah in Hebrew as well as the translation in English. The prayers are included in this booklet.
4. The Bar/Bat Mitzvah reads or chants 8-10 verses of Haftarah, translates the portion and offers the blessings.
5. The Bar/Bat Mitzvah delivers a D'var Torah about their Torah portion and Haftarah portion. This speech introduces these two texts, teaches about the lessons found in these texts and then applies these lessons to their lives. This is not a thank you speech and any personal words of thanks or appreciation can be shared at the reception. This D'var Torah is approved by Rabbi Perry and completed approximately 2-3 months before the Bar/Bat Mitzvah date.

6. A certificate of Bar/Bat Mitzvah and gifts will be given to the Bar/Bat Mitzvah by a representative of Temple Board of Trustees. A tzedakah box will be given to the Bar/Bat Mitzvah from the Merrimack Valley Jewish Federation.
7. At the conclusion of the service, following the closing song, the Bar/Bat Mitzvah leads the Kiddush and Hamotzi. The family should provide 2 small Challot or 1 large Challah for this ceremony.
8. Please remind your child to pick up his/her papers from the lectern after the service. These make a nice addition to their keepsakes from the day.
9. After the service, it is also the responsibility of the family to remove any flower arrangements, collect kippot and booklets from service
10. The wimple that your child made in 5th grade will be used at their Bar/Bat Mitzvah service. The wimple will be present at the rehearsal the Thursday before the Bar/Bat Mitzvah day and will be wrapped around the Torah for the service that Saturday. If you have made your child a Yad/Torah pointer, then this will be presented at the rehearsal as well. During the week after the service, the wimple and yad will be put in the Temple office to be picked up. **If the wimple and yad are not picked up within a month of the service, it will not be the office's responsibility if they are lost.**

B'NAI MITZVAH TUTOR SCHEDULING REQUEST FORMS AND FEES

Congregation Shalom has an in-house tutor for B'Nai Mitzvah preparation. The tutor will meet with students at the Temple for lessons.

Students begin private tutoring about 9 to 11 months before their service date depending on school vacations and such. The tutoring prepares students to chant (or read, if preferred) their Torah, Haftarah, associated blessings and some service parts. Students complete their tutoring about 1 month prior to their ceremony. Seven (7) weeks before the ceremony, your child will begin weekly rehearsals in the Sanctuary with one of our rehearsal coordinators. Rehearsals are separate from the tutoring and are an opportunity for the material to be reviewed in the Sanctuary setting. Two (2) months before the ceremony, your child will begin meeting with the Rabbi to prepare his/her D'Var Torah. Rabbi Perry will also hold 3 rehearsals in the 2 weeks prior to the ceremony.

In order to cover these costs, families will pay a fee to the Temple, which covers 11 hours of tutoring, rehearsals with the B'nai Mitzvah rehearsal coordinator, a minor administrative fee as well as the music cost for the service. Under certain circumstances, students may require additional tutoring and the fee will reflect the additional meeting hours.

The total cost of BM prep and music is approximately \$1,591.00 and will be billed in four installments: Four payments of approximately \$ 379.00 will begin within one year before the Bar/Bat Mitzvah date and billed every other month.

These fees are subject to change.

Please fill out the form in Appendix B (page 22) and return it to the Temple office:

By February 25, 2018 for service dates before June 30, 2019

By May 1, 2018 for service dates of July 1 – December 31, 2019

Its purpose is to help us schedule your child for tutoring at a time that would hopefully be most convenient for everyone. Tutoring will take place at the Temple on Tuesday afternoons/early evenings and on Sunday evenings. Some tutoring may take place over the summer. Your feedback on this form will help us to best place your child. Students are not allowed to miss their regularly scheduled religious school classes for B'nai Mitzvah tutoring.

Please contact Barbara Rennert at brennert@comcast.net or 978-635-0233 or Rabbi Perry at the Temple if you have additional questions.

Please include any information about your summer plans so that tutoring can be scheduled beforehand.

NEWSLETTER NOTICES

Bar/Bat Mitzvah notices will be announced in the newsletter each month. It's traditional to invite the entire congregation to the service.

THE SERVICE –SATURDAY MORNING

1. Prior to the Bar/Bat Mitzvah service, photos can be taken from 9:00 AM until 9:25 AM. Please see more details below under photography.
2. At 9:25 AM anyone who has a part in the service like an Aliyah, reading, or will be part of a blessing, must be in the Sanctuary to meet with Rabbi Perry for a short rehearsal. See Appendix D (page 23) for Torah Blessings.
3. The family of the Bar/Bat Mitzvah should have at least one adult serving as an usher. Please refer to the information below.

Tip: It is a good idea to have the usher be a member of the congregation, as they are familiar with the service, building and the rituals of the synagogue.

4. The service typically concludes by 12:00 PM.

USHERS

Each family must arrange to have a least 1 person serve as usher. The ushers should be at the Temple 30 minutes before the service starts. The guests should not enter the Sanctuary until 20 minutes before the service begins. Ushers should hand out prayer books and Bar/Bat Mitzvah booklets (if used) to the guests. At 9:50 AM, the usher(s) should invite the guests to enter and be seated. It does not matter on which side people sit. The ushers should sit by the doors to seat late arrivals in an orderly fashion and monitor behavior if required. The ushers should make sure they are handing out prayerbooks labeled "Shabbat" not "Weekday and Festivals." Also the ushers should know that Chumashim are available by request. It is important that the ushers make sure that all of the teen guests have their own books and sit in their own seats. No seat sharing is allowed. If the teens are talking during the service, they should quietly ask those involved to be respectful of the service.

Tip: Ushers can collect any leftover floral arrangements, kipot and family booklets. Although it is not required, it is helpful if the usher is member of the congregation.-

CHUMASHIM

Chumashim are available. If you know you want them, let the Rabbi know at the dress rehearsal so they can be put into the prayerbook holders ahead of time.

DRESS CODE POLICY

Worship at Congregation Shalom is a sacred and meaningful time for our entire community and for our guests. Those who are leading services need to set an example of the seriousness of the event, while respecting the sanctity of the moment. Toward these ends, it is important that all B'nai Mitzvah students and their family dress respectfully, wearing appropriately modest attire. We want our congregants as well as those who are visiting our synagogue to feel comfortable.

Suits or nice slacks and a dress shirt are appropriate wear for boys. Sneakers are not appropriate. Girls should dress **modestly**, being mindful of their skirt or dress length. Skirts and dresses cut about mid-thigh are too short. Extremely high heels and shoes without backs are also dangerous while walking with the Torah and should NOT be worn. Girls can always change into fancier shoes for their parties. Girl's and women's shoulders and backs should be covered and tallit are not appropriate cover-ups for bare shoulders, especially if they are sheer. People can wear sweaters or other cover-ups during the services that can be taken off later if desired. Low cut dresses, blouses and shirts that reveal cleavage from a frontal view are also NOT appropriate for either the teens or adults. Again, sweaters and suit jackets can be worn while at services and then removed for the celebration. At the other end of the spectrum skirts and dresses that are too long can be a safety hazard when carrying the Torah up and down the Bimah steps and around the Sanctuary. Again, our service is a community service where values of modesty need to be respected by all.

Many families have chosen to send out a note in their invitations ahead of time for those who may be unfamiliar with appropriate dress. You can see a copy of such a note at our B'nai Mitzvah resources page.

If in doubt about appropriate attire, please contact either Rabbi Perry or Yael Hurwitz-Lange.

BAR/BAT MITZVAH PROGRAM

As an option, each family **may** choose to distribute programs that describe a typical Bar/Bat Mitzvah service and identifies a child. There is a standard format that has been designed for the congregation. This is the format and text that **must** be used to insure accuracy and consistency. It can be personalized with the child's name, Torah portion and Haftarah portion on the cover. You can also include the text of the Torah and Haftarah portions if you wish as well as the names of those who have honors. Rabbi Perry must approve the final booklet. Please do not copy one from another family since they may have used a text that was not our standard text in the past. You may get the text of this program on the Temple website at www.congregationshalom.org. Click on the Lifecycle Events tab found below the WORSHIP drop down tab. Included in the WORSHIP tab, there is the format of the program and a separate document explaining the components of the booklet. Please feel free to shorten the booklet but you cannot add sections to it.

SEATING

The immediate families of the Bar/Bat Mitzvah sit in the front on either side. Participants in the service should sit in the first couple of rows. The Bar/Bat Mitzvah sits next to Rabbi Perry on the Bimah. With the wall closing off the social hall, the sanctuary can hold 150 people seated but that is very tight seating. If you need more seats, the social hall will need to be set-up with chairs. In all cases, please let the office know how many people will be attending. Always add 25 seats to your seating needs to allow for seats for congregants who attend the service.

FACILITIES FOR THE HANDICAPPED

The Sanctuary is easily accessible to people who are handicapped. There are 2 parking spaces at the side of the building set aside for parking for the handicapped. There is a ramp for access to the sidewalk. The rest rooms and water fountain, which are off the entryway, are also designed to be accessible to those in wheelchairs. If you have a guest in a wheelchair, please have our usher remove a chair, or chairs, so that the guest need not be seated in an aisle. If anyone is unable to come up onto the Bimah for the passing of the Torah or for a family blessing these will be done on the main floor of the Sanctuary.

PHOTOGRAPHY

Photographs can be taken from 9:00 AM until 9:25 AM (or earlier by special arrangement). If you have a larger family and if you think you will need more time, you can arrange with office to come in early by getting a short-term key that enables early entry.

The Torah will not be open for photographs at that time due to limited time before services. If you would like these types of photos you could arrange to do them at 6:00pm after the Thursday family rehearsal. You would need to arrange to have the photographer come that day and have your child dressed. We would need to know this in advance as well. You could also arrange this with either Patti Green or Ilene Rodman at one of their rehearsals. Please let them know ahead of time out of courtesy to their schedule. On the morning of the ceremony itself, the Torah will be taken out of the ark at about 9:20am. There usually is time for three photo shots: a solo of the child holding the Torah, one with the Rabbi and your child and one with the parents and the child. At 9:25 am the rehearsal begins with the people doing the aliyot as well as with any grandparents who are handing down the Torah. The photographer can take candids during this time but there is not enough time for actual posed photos. At about 9:35 am the photography needs to come to a conclusion, so that the sanctuary feels like a worship space when people begin to arrive for services. Please share this information with your photographer ahead of time so they understand the parameters of photo taking.

On rare occasions, there have been problems when people who need to participate in the rehearsal arrive late and then some of the photos may not be possible. In any case, the Rabbi is always around for people to take a few shots after the service with the Torah if those were somehow missed because of issues with the rehearsal. If these particular photos matter to you, it is a good reason to encourage anyone participating in the rehearsal to be on time.

No photography is allowed during the service.

VIDEOGRAPHY AND LIVE STREAMING

We are now able to offer our members several options for videotaping their child's Bar/Bat Mitzvah service.

1. You can set up your own video camera. If you decide to do make your own tape, these are the following parameters that must be followed. The camera must be on a stationary platform in the designated video area. No extra lighting is permitted. The camera must be left unattended except to change the tape. The video camera must also be set up by 9:45 AM at the latest so the service can start on time.

2. Our congregation now has a permanent video camera installed on the back wall. This allows for automatic filming of the service so that it can be watched in the future or to live stream the service at the actual time of the service.

- a. If you want the service to be live-streamed it can be open to public view so that anyone may watch at our web-site. This is what happens at every Friday night Shabbat service. You can also decide to have the service marked private so that only those people you give a password to, can watch the live-stream. Please let Rabbi Perry know at least one week ahead of time of your preference. If you decide that you want the source to be private, the password is 12345.
- b. The recording will remain available at our synagogue's website for up to a month. During this period of time, you can copy the recording onto your own computer. It will remain permanently in the synagogue's archive, however, so it can also be sent to you at a later date.

The regular live-stream is free to every member. The camera will be focused on the entire front of the bimah and there is no one monitoring the filming.

BABIES AND CHILDREN

It is your option as to whom you invite to your functions. However, it has been found that having infants and very young children at the ceremony detracts from your child's special day. A typical ceremony lasts approximately 2 hours. It is also unfair to the infant and child. We strongly recommend that if you invite very young children to the Bar/Bat Mitzvah that you have a babysitter or caretaker for them and we will be happy to provide a room for them during the service. These children could be invited to come to your reception only, if you would like to have them. This eases the situation for everyone. With the new video camera, we are able to stream the services into the library for those with small children or for those who have needs to move around or sit more comfortably. If you wish for the live stream to work in the library, please let Rabbi Perry know one week prior to the service.

KIPPAH AND TALLIT

Religious garments are optional in Congregation Shalom. Kippot (yarmulkes) and Tallit are made available. You may wish to purchase special Kippot for your child's Bar/Bat Mitzvah, but this is not necessary. If your child is receiving a Tallit as a gift from a relative, they can present the Tallit at the beginning of the service.

MUSIC

Our Cantorial Soloist will be present at our Shabbat Morning Services. Music truly enhances our Shabbat morning worship and our Soloist will know all the dates of all of our ceremonies. We will also be scheduling a musical tastings event in which our Soloist will orient you and your child to the music of the Shabbat morning service. The date of this event will be scheduled with Rabbi Perry each year. Our Soloist will also be happy to help you through the process by working with you on the phone, helping you to choose music, learning new music, etc. There are many musical variations for each prayer and many optional anthems. You will also be able to listen to the various melodies on our website under the media tab. By listening to the mp3 files you will be able to refresh your memory after the Musical Tastings has passed. If you are asking the Soloist to learn a piece of secular music to include as the anthem, they will need to check with Rabbi Perry regarding the lyrics and nature of the music. The Soloist will also need at least one month to learn a piece of music outside of their regular repertoire. In rare cases, if our Soloist is not available we will find a substitute Cantorial Soloist.

MUSICAL LYRICS

Due to copyright laws, we can only copy the lyrics of songs we have in our prayer book, the Shireinu Songbook or covered by JLicense.com unless you obtain permission from the composer. This holds true for copying poetry; we cannot print it but it can be read.

FLOWERS

If desired, a floral arrangement may be provided by the Bar/Bat Mitzvah family and delivered on Friday. Please contact the office at office@congregationshalom.org or call 978-251-8091 to arrange for the time of delivery so the synagogue is open when the arrangement arrives. The arrangement must not exceed 30" high and 30" wide and 10" deep. The arrangements need to be removed by the family after the service.

PARTY INVITATION GUIDELINE

The Congregation strives to be a caring inclusive community. We also understand that families have numerous decisions to make, including cost, number of guests, venue choices, and the number of Temple classmates to invite. In order that one or two students do not feel excluded from a classmate's Bar/Bat Mitzvah, we would request that if at all possible the entire class be invited. If you determine that you cannot invite everybody, the policy is to then invite half or less of the class so that no one feels excluded. In Religious School and beyond, we strive to build classroom Kehillah (community) and camaraderie, where each student has respect for his or her classmates, appreciates, and celebrates the various personalities in the classroom. Singling out just a few students for exclusion can be devastating to both the community dynamics of the classroom and the feelings of self-worth and self-confidence of a young teenager. Please consider this when you are making this decision. Please don't hesitate to call Rabbi Perry at the Temple if you have any questions about this.

FOOD POLICY

Food allergies are a major problem in this country. They claim over 200 lives and cause over 30,000 emergency room visits each year, nationwide. In particular, we have been made aware of the serious risk someone allergic to peanuts or nuts can face from even the smallest trace of peanut butter or exposure to a piece of nut. The consequences can be life threatening and may require immediate intervention with medication, hospitalization or even life support. Sadly, many adult members and children in our congregation have serious food allergies. We want our members to do everything possible to help us reduce the likelihood of such an occurrence at Congregation Shalom.

Because even a trace of an allergen can possibly trigger an allergic reaction, it is our intent and policy to restrict peanuts and tree nuts from the entire building: during school, our Oneg Shabbat celebrations, as well as any social event that happens at the synagogue, including parties for B'nai Mitzvah, Weddings, etc. In order to help you with your party planning, we have included the wording that we use in our school so that you can share this with your caterer and this can guide you as you choose foods for your special event.

"Please **do not send any** peanuts, tree nuts, peanut butter or foods made with nuts or nut oil to the temple during school hours (as opposed to foods which are "processed in a factory with nuts," which are allowed). Please check the ingredients list on all food labels to make sure such foods are nut-free. Our ability to provide our children with a safe nut-free environment depends on your attention to and compliance with this policy."

It is important to underscore that although we are trying to provide as safe an environment as possible, you can NOT say we are a completely nut and peanut free facility when outside vendors are used, families bake at home and we allow the labeling to say "processed in a factory with peanuts or tree nuts," but we are striving to make our building as safe as we possibly can.

Although these guidelines specifically note peanut and nut allergies, you may have guests who are allergic to other foods and you may want to inquire if they will have any special dietary needs as well. If someone is allergic, they should STILL read ingredients, consult with your caterer and/or the oneg committee.

Thank you for your support in our effort to keep all our members and guests safe as we strive to fulfill the mitzvah of "Pikuach Nefesh – The Saving of a Life.

DIRECTIONS TO TEMPLE

From Boston, take 93 North to 495 South to Route 3 North. (If coming from Brookline/Newton, take 128 North to Route 3 North).

On Route 3, take exit 32, (Drum Hill Rotary exit), then follow route 4 North. Go straight through 2 stoplights and take the next left onto Richardson Road. Continue 1 mile and the Temple will be on your right.

INFRARED HEARING DEVICES

These individual devices magnify the sound of service and are available to be used during services. If you know of a guest who needs this assistance, please notify the office so it can be available and ready for you before services begin. There are four devices available for use.

RESOURCE BOOKS

There are four resource books available in the library for the B’Nai Mitzvah students that help the students prepare for their 13 Mitzvot. The first resource book, Gimilut Chasadim, has organizations that the student can contact (some have Bar/Bat Mitzvot programs that link a student with people in need) to do a project for or donate funds to. The second resource book, Torah, has articles related to Jewish learning, which can count towards this section of the 13 Mitzvot. The third resource book, Avodah, has prayers and other items related to Jewish observance. The books are reference books and must stay in the library but copies can be made of any of the items. The fourth Book is the Bar/Bat Mitzvah Resource book that lists caterers, facilities, florist etc. that have been used by congregants before and recommended by them. These books are always being updated and if you have suggestions to add please let us know.

BUDDY FAMILY

If you would like to be paired up with a “buddy family” please let the Rabbi know. Buddy families have had children who already became Bar/Bat Mitzvah and can answer any questions you might have about the process and can offer advice.

LIBRARY BOOKS

We have several books available in our library about becoming a Bar/Bat Mitzvah and the process and planning for this special lifecycle occasion. You can ask the Rabbi for recommendations of books that would be helpful and informative. Donations to the synagogue library in honor of your child are also welcomed.

DONATIONS

It is traditional for the family of the Bar/Bat Mitzvah candidate to make a contribution to one of the Congregational funds in honor of this important event in his/her life. These funds are:

The Hessie Goldstein Library Fund is used to improve the quality of our Library.

Donations to the Education Fund are used to enrich our children's religious education.

Donations to the Music Fund support musical programming throughout our Temple, including the adult choir, the children's choir and our Religious School music program.

Donations to the Adult Education Fund are used to provide programming that encourages our vision of life long Jewish learning.

Donations to Rabbi Perry's Discretionary Fund are used by the Rabbi to augment the quality of life at our Temple programmatically, pastorally and in other ways.

Donations to the Shalomite Scholarship Fund are used by our high school age youth group.

Donations to the Susan Murray Youth Scholarship Fund is used to purpose of furthering the Jewish experience of our temple youth.

The Zelman Kamien Tree of Life Fund pays for all maintenance of the Tree of Life.

Donations to the Prayer Book Fund are for the acquisition of prayer books for the general use of the Congregation.

Donations to the Temple Beautification Fund can only be used for the acquisition of items that enhance the beauty of the physical facilities and grounds.

The Endowment Fund is used to assure the long-term future of the Congregation.

Donations to the Gayle Friedlander Leadership Development Fund are used to fund programs to find our next Temple leaders.

Donations to the Martin Ames Social Action Fund provide monies for social action programming.

Donations to the General Operating Fund help us run our Temple in an efficient manner.

Donations to Rabbi Bard's Honorary Lectureship are used to bring interesting topical speakers to our Temple.

Donations to the Helping Hand Fund are used to loan money to member families who have emergency financial needs. This fund is administered by Rabbi Perry.

Donations to the Building Fund can only be used for the acquisition of physical plant and equipment with a useful life in excess of five (5) years.

Donations to the Long-term Maintenance Fund are used to provide for sufficient funds to provide for long-term maintenance of Congregation property.

Donations to the Twenties Activities Fund are used to fund activities intended for the young adult segment of our temple community.

Donations to the Enhanced Jewish Experience for Youths Fund are used to provide scholarships and support for children to participate in enhanced Jewish experiences, for example, Jewish camps, trips to Israel and confirmation trips.

Donations to the Chesed Fund are used to provide financial support to temple members who are experiencing severe financial hardship.

For the synagogue donation form, see Appendix E (page 25).

Also, the family is encouraged to make a donation to Mazon: A Jewish Response to Hunger, in honor of this occasion.

3 % for MAZON – A Jewish Response to Hunger

Contribute 3% of the cost of your celebration – Wedding, Bar/Bat Mitzvah, Anniversary, Birthday, and joyous occasion, to MAZON (the Hebrew word for food), a national Jewish organization that grants funds to feed hungry people in our local communities, across the country and around the world. Please share your simcha by making a contribution to:

MAZON

1990 S. Bundy Drive
Suite 260
Los Angeles, CA 90025
Phone: 310-442-0020
Fax: 310-442-0030
mazonmail@mazon.org

HOUSE RULES OVERVIEW (Full text upon request from the office.)

All planned meetings, functions, affairs etc. of Congregation Shalom and its auxiliaries must be booked and cleared through the Temple Office at office@congregationshalom.org. See Appendix F (page 26) for the House Rental Agreement.

A representative of Congregation Shalom must always be present when the building is open for a scheduled event and is responsible for making certain that the premises are secure upon closing of the facility. This can be arranged through the office.

Congregation Shalom assumes no responsibility or liability for personal property.

The Board of Trustees of Congregation Shalom reserves the right to determine the propriety of any program or social function and recognizes responsibility to be of service to the community.

Card playing or other games of chance are not permitted except at functions approved by the Board of Trustees.

Congregation Shalom shall not be responsible for failures in the operation of Temple facilities during any function, meeting, or event, except as to use reasonable efforts to correct the same.

1. Alcoholic Beverages:
 - a. The sale of alcoholic beverages is prohibited unless special permission is obtained from the Board of Trustees, such permission being subject to the obtaining of proper permits for the above.
 - b. The serving of alcoholic beverages is permitted in moderation at events that are Temple or member sponsored. Juveniles are not permitted to drink alcoholic beverages other than wine for the blessing. Enforcement of these rules is the responsibility of the person sponsoring the event.
2. Congregation Shalom is a smoke free environment. Smoking is only permitted in the parking area or beyond.
3. The use of confetti (rice, flower petals, etc.) is not permitted.
4. Congregation Shalom observes Kosher-style food preparations. Neither pork products nor shellfish may be brought into the building.
5. All youth organization affairs must be conducted with the presence of at least one (1) adult representative of Congregation Shalom.
6. The Board of Trustees reserves the right to allow the use of the Temple facilities on a no charge basis.

7. The only persons authorized to have a key to the building are Rabbi Perry, the Principal, the President of the congregation, and the office staff. Other disbursements of said key shall be made at the discretion of the President of the congregation.
8. Any special equipment brought in for a meeting or function must be removed immediately after the function. It cannot be stored in the Temple except by special permission.
9. Caterer's equipment may be brought into the Temple no earlier than the:
 - a. Day preceding the affair (holiday eve, Saturday afternoon and evening affairs).
 - b. Same morning of affair (Sunday and holiday affairs) except by special permission.
 - c. No food can be put into the refrigerators before the day of the event unless special arrangements have been made with the office ahead of time. The Temple refrigerators are often in use for the events the Friday night before a Bar/Bat Mitzvah. This is especially critical to pre-determine if the caterer you are using is a kosher caterer.
10. Removal of Temple property from the premises must be with expressed permission from the office. Bulletin boards are provided for notices, decorations, etc. therefore nothing may be attached to any other parts of the premises, inside or out except with expressed permission.
11. Every organization, individual, or caterer must leave the kitchen and temple facilities in the same condition as found. All food, empty bottles, garbage, trash, etc. **MUST** be removed from the Temple premises by the individual or caterer immediately following the function. The dumpster is **not** to be used for non-temple function. The individual, organization, or caterer will be held liable for the cost of remedying any defective conditions.
12. Fee Payments:
 - a. For social functions other than non-profit organizations, a deposit equal to one-half ($\frac{1}{2}$) the rental fee must be paid in order to confirm the reservation. The balance must be paid in full at least ten (10) days prior to the day of the function. In addition, for non-members a refundable security deposit of 50% must be paid within ten (10) days prior to the day of the function.
 - b. Non-profit organizations should pay their rental fee by the conclusion of the event.
 - c. All fees should be paid to Congregation Shalom through the office.
13. All requests for the use of the Temple facilities are to be made through the office. At that time, the renter will be apprised of the established house rules. Temple members must be in good standing. See Appendix G (page 27-28) for the Application for Building Use.

14. The cost of any cleaning, repairing or extra service required after any function, will be charged to those using the facilities.
15. All professional caterers, florists, decorators, musicians, photographers, and commercial entertainers should carry and furnish a certificate of liability insurance coverage for property damage, public liability and worker's compensation. Congregation Shalom assumes no responsibility in these areas. See Appendix H (page 29) and Appendix I (page 30) for rules and regulations for Caterers and Accommodation and rules and regulations for Florists/Decorators.
16. Classroom #6 has been designated as the front of the function area. The band or disc jockey must be placed in classroom #6 or at the adjacent wall. It should not be placed near the stained glass windows.
17. The Bimah is not to be used for non-religious events.
18. A professional dance floor must be used for all dancing. The dance floor must be placed between the large sliding door and classroom #6 away from the stained glass windows.
19. Location of the dance floor and band must be approved.

SAFETY ISSUES

- All driveways must be kept clear for emergency use. Cars may be parked only in the designated areas.
- All building exits must be kept clear for emergency use. Chairs, tables or other furniture should not obstruct exits.
- Fire safety standards preclude the use of lighted candles as decorations.
- The use of candles for anything other than religious ceremonies must have prior approval.

CONGREGATION SHALOM, INC.

2018-2019 FACILITY USE FEE SCHEDULE

In accordance with the Board of Trustees policy, school and school affiliated events will not incur a facility use cost.

Facility Use Fee For Members	\$400 payable as follows:
Deposit	\$200 due at time of scheduling <u>(If a written cancellation notice is received more than 90 days prior to the event, a refund will be issued. The deposit is nonrefundable after that time.)</u>
Balance due	\$200 due 10 days prior to event
Building Security Deposit	\$150 due at time of scheduling Refundable after event
Caterer Security Deposit	\$150 due at time of scheduling Refundable after event
Custodial	\$35 per hour

Fees subject to change.

APPENDIX A

ALIYAH INFORMATION FORM

English name of Bar/Bat Mitzvah _____

Hebrew name of Bar/Bat Mitzvah _____

For each Aliyah, you can have up to 3 people.

Remember: A person's Hebrew name is xxxx ben/bat ^{son/daughter} their parent's Hebrew names.

Aliyah # 1

English Name	Hebrew Name
A. _____	_____
B. _____	_____
C. _____	_____

Aliyah # 2

English Name	Hebrew Name
A. _____	_____
B. _____	_____
C. _____	_____

Aliyah # 3

English Name	Hebrew Name
A. _____	_____
B. _____	_____
C. _____	_____

APPENDIX B

Bar/Bat Mitzvah Tutor Scheduling Reply Form

Please return to the temple office:

No later than February 25, 2018 for service dates before June 30, 2019

No later than May 1, 2018 for service dates for July 1 – Dec. 31, 2019

Student's Name _____ Bar/Bat Mitzvah Date _____

Parents' Name _____

Home Phone Number _____

Parents' emails _____

Cell Phone Number (s) _____

City/Town, State _____

NOTE: If you are available both Tuesdays and Sundays, please select both. There is limited availability for tutoring on Sunday evenings.

____ We are available Tuesday afternoons/early evening for tutoring at the Temple and the earliest time we can meet is:

____ 2:30 ____ 3:00 ____ 3:30 ____ 4:00 ____ 4:30 ____ 5:00 ____ 5:30 ____ 6:00

____ We are available on Sunday evenings between 6:00 and 8:30 PM

____ My child prefers to chant Torah and Haftarah

____ My child prefers not to chant

Since many students require tutoring over the summer months, please provide as much information as possible about when your child will NOT be available for tutoring during the summer months prior to their Bar/Bat Mitzvah dates. During the summer, tutoring typically takes place on weekday evenings at the Temple.

Additional comments/info:

APPENDIX C

BLESSINGS FOR SHABBAT

BLESSINGS FOR SHABBAT

The candles are lit before the blessing is recited.

Baruch Atah Adonai, Eloheinu Melech haolam
Asher kid'shanu b'mitzvotav v'zivanu l'hadlik ner shel Shabbat

בָּרוּךְ אַתָּה יי, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם,
אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו וְצִוָּנוּ לְהַדְלִיק נֵר שֶׁל שַׁבָּת.

Blessed are You, Adonai our God, Sovereign of the universe,
Who hallows us with Your mitzvot, commanding us to kindle the lights of Shabbat.

KIDDUSH

BLESSING OVER THE WINE

BARUCH Atah Adonai

Eloheinu melech ha'olam

borei pri ha-gafen

בָּרוּךְ אַתָּה, יי
אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,
בוֹרֵא פְּרֵי הַגָּפֶן.

Baruch Atah Adonai

Eloheinu melech ha'olam,

asher kid'shanu b'mitz'votav v'ratza vanu,

v'Shabbot kod'sho

b'ahava uv'ratzon hin'chilanu,

zikaron l'ma-asei v'reishit.

Ki hu yom t'chila l'mik'ra-ei kodesh,

zecher l'tzi-at Mitz'rayim.

Ki vanu va-char-ta v'otanu ki-dash'ta,

mi-kol ha-amim.

V'Shabbat kod'sh'cha

b'ahava uv'ratzon hin'chal-tanu.

Baruch Atah Adonai, m'kadeish
ha'Shabbat.

בָּרוּךְ אַתָּה, יי
אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,
אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו וְרָצָה בְּנוֹ,
וְשַׁבַּת קִדְּשׁוֹ
בְּאַהֲבָה וּבְרָצוֹן הִנְחִילָנוּ,
זְכוֹר לְמַעֲשֵׂה בְּרֵאשִׁית.
כִּי הוּא יוֹם תְּחִלָּה לְמִקְרָאֵי קִדְּשׁ,
זְכוֹר לְיִצְיַאת מִצְרָיִם.
כִּי בָנוּ בְּחֵרְתָּ, וְאוֹתָנוּ קִדְּשָׁתָּ
מִכָּל הָעַמִּים.
וְשַׁבַּת קִדְּשְׁךָ
בְּאַהֲבָה וּבְרָצוֹן הִנְחַלְתָּנוּ.
בָּרוּךְ אַתָּה, יי, מִקְדֵּשׁ הַשַּׁבָּת.

APPENDIX D

TORAH BLESSINGS

Bar'chu et Adonai ham'vorach. Baruch Adonai ham'vorach l'olam va-ed. Baruch ata, Adonai Eloheinu, Melech haolam, asher bachar banu mikol haamim, v'natan lanu et Torato. Baruch ata, Adonai, notein haTorah.

בְּרַכּוּ אֶת יְיָ הַמְּבָרָךְ.
בְּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד.
בְּרוּךְ אַתָּה, יְיָ
אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,
אֲשֶׁר בָּחַר בְּנוֹ מִכָּל הָעַמִּים,
וְנָתַן לָנוּ אֶת תּוֹרָתוֹ.
בְּרוּךְ אַתָּה, יְיָ, נוֹתֵן הַתּוֹרָה.

Bless Adonai who is blessed. Blessed is Adonai who is blessed now and forever. Blessed are You, Adonai our God, Sovereign of the universe, who has chosen us from among the peoples, and given us the Torah. Blessed are You, Adonai, who gives the Torah.

BLESSING AFTER THE READING OF THE TORAH

Baruch atah, Adonai Eloheinu, Melech haolam, asher natan lanu Torat emet, v'chayei olam nata b'tocheinu. Baruch atah, Adonai, notein haTorah.

בְּרוּךְ אַתָּה, יְיָ אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,
אֲשֶׁר נָתַן לָנוּ תּוֹרַת אֱמֶת, וְחַיֵּי עוֹלָם נָטַע
בְּתוֹכֵנוּ. בְּרוּךְ אַתָּה, יְיָ, נוֹתֵן הַתּוֹרָה.

Blessed are You, Adonai our God, Sovereign of the universe, who has given us a Torah of truth, implanting within us eternal life. Blessed are You, Adonai, who gives the Torah.

APPENDIX E

Congregation Shalom Funds

Use this form to make donations to specific standing Funds.

Donor Information

Donor Name(s) _____

Please check one of these reporting options:

I do not wish to have my donation listed in the newsletter

I wish to have my donation listed in the newsletter

I wish to have my donation listed in the newsletter with my name

Please acknowledge to: Name _____

Address _____ City _____ ST _____ Zip _____

Occasion/Reason for Donation: _____

Temple Funds (Choose one or more; indicate dollar amount to each.)	
Adult Education fund	
Temple Beautification Fund	
Building Fund	
Chased Fund	
Education Fund	
Enhanced Jewish Experience for Youths Fund	
Endowment Fund	
Gayle Friedlander Leadership Development Fund	
General Operating Fund	
Helping Hand Fund	
Hessie Goldstein Library Fund	
Long-term Maintenance Fund	
Martin Ames Social Action Fund	
Music Fund	
Prayer Book Fund	
Rabbi Perry's Discretionary Fund	
Rabbi Bard Honorary Lectureship	
Shalomites Scholarship Fund	
Susan Murray Youth Scholarship Fund	
Twenties Activities Fund	
Zelman Kamien Tree of Life Fund	
Total Amount Enclosed:	

Please return this form, with your check made payable to Congregation Shalom, to:
Treasurer, Congregation Shalom
87 Richardson Rd. North Chelmsford, MA 01863

APPENDIX F

HOUSE RENTAL AGREEMENT

Supporting your event requires the coordination of a number of volunteers. You can help us by completing this form as early as possible, with as much information that is available at this time. Details may be added to this agreement when the information becomes available.

Tentative dates will be accepted by telephone. Reservations are considered firm when the House Committee receives this completed form, along with a deposit.

Terms and Conditions:

It is agreed that Congregation Shalom, Inc. is not responsible for loss of, or damage to person property or any injury suffered by any person(s) or their guests using the Temple facilities. There is no other contract or agreement between the parties other than as herein set forth.

I agree to pay the balance of all monies due to Congregation Shalom no later than 10 days prior to the function. I further agree to be responsible for and governed by the Rules and Regulations of the Temple board of Trustees and it's House Committee as set forth in the "Rules and Regulations Governing the Use of Temple Facilities" in the "Congregation Shalom, Use of Facilities Handbook" a copy of which I have received.

Accompanying this agreement is a check for 50% of the rental fee (and security deposits) as required by the "Rules and Regulations Governing the Use of Temple Facilities".

_____ Date _____
Function Sponsor

_____ Date _____
Congregation Shalom Sponsor

_____ Date _____
Congregation Shalom House Committee

Type of Function: _____ Date: _____ Time: _____

For office use only: Date received _____

Total fee: \$ _____

Deposit received: \$ _____

Security Deposit \$ _____

Balance Due: \$ _____

Balance Due Date: \$ _____

Building Use Form

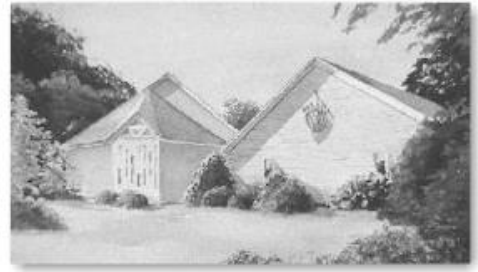
Caterers/Accommodators

Florist/Decorators

Special Notes

APPENDIX G

**Congregation Shalom, Inc.
87 Richardson Road
North Chelmsford, MA 01863
978-251-8091**



2018-2019

APPLICATION FOR USE OF BUILDING

NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE # (H) _____ (W) _____ EMAIL _____

REQUEST USE OF THE FOLLOWING SPACE (S):

- Sanctuary (seating for 100)
- Sanctuary Expanded for seating _____ (expanded for seating total 250 Max.)
- Function Area (classroom partition open)
- Function Area (main partition open)
- Special requests (please attach a separate sheet)
- Reception Area
- Library/classroom
- Kitchen
- Custodial services. ____Hours @ \$25.00/Hr.

FOR THE FOLLOWING DATE: _____

TYPE OF FUNCTION: _____

SPONSOR OF FUNCTION: _____

* TIME BUILDING NEEDS TO BE OPENED : _____

TIME MEETING OR EVENT WILL START: _____

TIME BUILDING/AREA WILL BE VACANT: _____

*** IMPORTANT!!!!!!!!!! PLEASE INDICATE THE TIME THAT THE FIRST PERSON WILL NEED TO GET INTO THE BUILDING!!!!!!!!!!**

Caterer/Accommodator: _____ Telephone: _____

Address: _____ Contact person: _____

Please include next page →

Florist/Decorator: _____ Telephone: _____

Address: _____ Contact person: _____

Entertainment: _____ Telephone: _____

Address: _____ Contact person: _____

Photographer: _____ Telephone: _____

Address: _____ Contact person: _____

Videographer: _____ Telephone: _____

Address: _____ Contact person: _____

PLEASE LIST THE NAME AND ADDRESS OF THE INDIVIDUAL PERSONALLY RESPONSIBLE FOR THE PAYMENT OF BILLS (PLEASE PRINT)

NAME: _____ TELEPHONE: _____ EMAIL: _____

STREET / P.O. BOX: _____ TOWN: _____

ZIP CODE: _____

PLEASE NOTE ALL CHECKS ARE TO BE MADE PAYABLE TO CONGREGATION SHALOM, INC. 87 RICHARDSON ROAD, NORTH CHELMSFORD, MA 01863

FOR OFFICE USE ONLY

2018-2019

APPROVED BY: _____ DATE: _____

FOR OFFICE USE ONLY:

SIGNED AGREEMENT RECEIVED caterer/accommodator florist/decorator

INSURANCE CERTIFICATE RECEIVED caterer/accommodator florist/decorator

CUSTODIAL CHARGES: \$ _____

FACILITY USE CHARGE: \$ _____

DEPOSIT RECEIVED \$ _____

NOTES:

APPENDIX H

Rules and Regulations for Caterers and Accommodators

- All Caterer using the Temple facilities must furnish the following items:
 1. **A Certificate of Liability Insurance** coverage for property damage, public liability and worker's compensation.
 2. **This agreement, signed and dated.** All items must be returned to the Temple office at least 2 weeks prior to the date of the function.
- No shellfish or pork products shall be prepared, served or brought into the building.
- The preparation of food is restricted to the Kitchen. Table set-ups may be made in room #6 if so arranged. Refreshments may be served only in the assigned areas.
- Usual rules of decorum in food preparing and serving shall be used. The Caterer/Accommodator will be responsible for a quiet and orderly kitchen and function area during services. The Caterer must curtail work if it interferes with the religious service.
- All catering/accommodating equipment, supplies, and food must be brought in through the kitchen's exterior door. Table set-ups made in classroom #6 must come in through the classrooms exterior door. One truck may park in the service way, adjacent to the kitchen and room #6.
- Caterers/Accommodators and others using the facilities, including the kitchen, must leave all of the equipment and areas in a clean condition. All garbage must be removed from the premises, before caterers or others responsible, leave the premises. No food is to be left in the refrigerators or freezer after an event. The return of the security deposit is subject to these conditions.
- Caterers/Accommodators using the kitchen for food preparation at a time other than the day of the event for which the food is served, shall be charged at the rate of \$15 per hour.
- Violation of any rules may result in the Caterer/Accommodator being refused access to the Temples premises in the future. Any expense incurred as a result of failure to comply with the Temple rules will be charged to the responsible party.
- The House Committee reserves the right to refuse Temple facility access to any service organization found unsatisfactory.
- Please schedule all deliveries through your client, giving at least two (2) days' notice. Friday deliveries may be made no later than 4:00 p.m.

PLEASE PRINT

Caterer/Accommodator: _____ Telephone: _____

Address: _____ Contact person: _____

Caterer/Accommodator Signature: _____ Date: _____

Client's Name: _____ Function Date: _____

Please return signed, with a copy of your Certificate of Liability and your security deposit to : Congregation Shalom, Inc. , 87 Richardson Road, North Chelmsford, MA 01863

For office use only

Certificate of Liability received Date: _____

Security deposit received Date: _____

APPENDIX I

Rules and Regulations for Florist/ Decorator

- All Florist/ Decorator servicing the Temple facilities must furnish the following items:
 1. **A Certificate of Liability Insurance** coverage for property damage, public liability and worker's compensation.
 2. Temple office at least 2 weeks prior to the date of the function.
- Floral arrangements should not exceed 30" high and 30" wide.
- Usual rules of safety and decorum shall be used. All temporary decorations and floral arrangements shall be placed with consideration for safety and fire laws and without hazard to Temple property. The use of unprotected lighted candles is **prohibited**. The use of candles as part of any decoration is **strictly prohibited**. No decorations are allowed in the aisles of the sanctuary.
- All equipment, supplies, and floral/balloon arrangements must be brought in through the service entrance of room #6. Trucks may park in the adjacent service area.
- Hard fasteners (tacks, nails, screws) or soft fasteners (tape or stick-ons) may **not** be used on any of the wall surfaces.
- Florist/Decorator and others using the facilities must leave all of the areas in a clean condition. All trash must be removed from the premises before responsible party leave the premises.
- Violation of any rules may result in the Florist/ Decorator being refused access to the Temples premises in the future. Any expense incurred as a result of failure to comply with the Temple rules will be charged to the responsible party.
- The House Committee reserves the right to refuse Temple facility access to any service organization found unsatisfactory.
- Please schedule all deliveries through your client, giving at least two (2) days notice. Friday deliveries may be made no later than 4:00 p.m.

PLEASE PRINT

Florist/Decorator: _____ **Telephone:** _____

Address: _____ **Contact person:** _____

Florist/Decorator Signature: _____ **Date:** _____

Client's Name: _____ **Function Date:** _____

**Please return signed, with a copy of your Certificate of Liability and your security deposit to:
Congregation Shalom, Inc. 87 Richardson Road, North Chelmsford, MA 01863**

For office use only

Certificate of Liability received Date: _____

Security deposit received Date: _____