

## **RESPECT FOR SPACE POLICY**

Kesher Israel House Committee

*March 9, 2022*

### **BACKGROUND**

The House Committee encourages members to make full use of our building at 3200 N. Third Street. That said, basic rules need to govern that use to ensure that our synagogue is clean, respectful and orderly. This policy exists to help guide members on respect for our space.

### **I. GENERAL PROVISIONS**

1. All members and guests should remember at all times that Kesher Israel is an Orthodox Jewish Congregation and we adhere to Halacha. Efforts should be made to be inclusive of all Jews. Issues relating to the respect for our space shall be resolved by the Rabbi, or other Halachik authority designated by the President.
2. Some privileges may be afforded to members of KI that may not be afforded to non-members.
3. If anyone is dissatisfied with a decision of the House Committee, President, or Rabbi regarding the application of this Policy, they may appeal that decision to the Board of Directors.

### **II. KITCHENS AND KASHRUT**

1. Our Congregation observes the requirements of Kashrut as met by the standard of the approved list of supervising agencies set by the Rabbi, or the Kashrut Committee in his absence. No food, raw or prepared, should be brought into the building unless it is kosher.
2. The upper level kitchen has facilities for meat, dairy, and pareve foods. The lower level kitchen is a dairy-only kitchen.
3. Food may be prepared in our kitchens for use for personal functions with the approval of the Chair of the House Committee or "designee" thereof. All food prepared in our kitchens shall be prepared under the supervision of a mashgiach, unless the Rabbi, or other Rabbinic authority designated by the President, approves otherwise. The party using the space for a personal function is responsible for throwing out trash, leftovers, and cleaning the space. The House Committee may establish fees for the use of our kitchens for non-congregational functions. Priority for this use of our kitchens is as follows:
  - a. KI-sponsored program or event will always have first priority.
  - b. Members of KI will have second priority.

- c. The person who requested the use of the kitchen first, shall have priority over someone who requests the use later in time.
- d. With prior approval of the Chair of the House Committee or "designee" thereof, non-members may use the kitchens but will have last priority.

### **III. TIDINESS**

1. Except when there is a function, KI has no ability to clean up after members and guests after they have used our facilities. Members and guests should "police" themselves, put away any books they use, put chairs and tables in their proper location, and treat the shul like you would treat your own home.
2. KI employs a janitor who cleans the building once a week, generally on the first or second work day after Shabbat or a Chag. If anyone sees any rubbish or thing that requires cleaning (e.g. a paper towel on the floor), they are encouraged to clean up the mess themselves. Also, they should alert the Chair of the House Committee or "designee" thereof.
3. Parents should clean up after their children.
4. If anyone or their child creates a condition that requires janitorial services or a professional to restore, KI will obtain the services of a janitor or professional to clean or repair that thing. The member or guest will be charged in full for the cost.

### **IV. USE OF KI FURNITURE**

All furniture, equipment, and fixtures in the synagogue should be treated respectfully. No one should abuse the furniture, equipment or fixtures. If anyone or their child damages any furniture, equipment or fixtures, they will be expected to pay for the repair or replacement that item.

KI's furniture (tables, chairs, etc.) is intended for use in our synagogue. It should not be removed from the synagogue except with the explicit permission of the Chair of the House Committee or "designee" thereof. The person who is using the furniture, is responsible for picking up and returning the furniture to KI. The furniture should be returned to KI as soon as possible after any external use. If that furniture is damaged, the person who borrowed the furniture is expected to pay for it or to have it repaired properly. **ONLY MEMBERS OF KI WILL BE PERMITTED TO BORROW KI FURNITURE.**

### **V. SPECIAL RULES FOR SANCTUARY AND CHAPEL**

The sanctuary and chapel are special, sacred spaces. They are where we keep our Sefer Torahs and where we daven to G-d. As such, they should be treated with special sanctity. Also, we have

limited space and members and guests need to be mindful of the space needs of others.

1. The sanctuary and chapel should only rarely be used for non-religious events. Sacred services, davening and study would be considered acceptable events for this sacred space. Acceptable events other than services, davening or study, would be congregational meetings, large board meetings, large classes, weddings, bar and bat mitzvah gatherings, and other similar events that cannot be accommodated elsewhere. Generally, other spaces in KI should be used for those events. Special respect for the sanctuary and chapel should be shown during such meetings and events. The Rabbi or President should decide which non-religious events are acceptable for the sanctuary or chapel.
2. All books used during services or study sessions should be returned to the bookshelves provided by KI following services. Chairs and tables should be returned to the place they were in at the beginning of services.
3. No one "owns" their space in the main sanctuary. We have limited space and members need to be respectful of the space needs of other members. While members and guests are encouraged to bring whatever sefers, books and learning aids they like during services, they should be removed following the conclusion of Shabbat/Yom Tov. Individual "shtenders" may be used during services, but must be removed following the conclusion of Shabbat/Yom Tov. Individually-owned tallisim, and bags for those items, should be removed after the conclusion of Shabbat/Yom Tov. A separate area will be maintained in or near the sanctuary for members to store their personal items. If sefers, books, learning aids, shtenders, tallisim, f'fillan, bags for storing them, and the like are not removed by the owner within a reasonable time following the conclusion of Shabbat/Yom Tov, the House Committee may remove those items to an appropriate location.
4. With respect to our daily chapel, members and guests are encouraged to bring personal sefers, books and learning aids and Individual "shtenders." Members are encouraged, but not required, to store their belongings between services in a storage area which will be provided by KI. Also, members should make every effort to "police" their seating area, so it is presentable as a sacred space within our shul. It is possible that personal property that is left unattended may be moved to clean the chapel or if it is necessary to rearrange furniture.

## **VI. USE SPACE AS INTENDED**

1. All locked/private rooms should be used as intended
2. This currently includes the kitchens, the storage/janitor closets, the IT closet, and the wine cellar but would include additional rooms, should they be designated and locked for specific purposes. These rooms should only be used for their designated purpose

and not for ANY personal use or storage.

3. The Office and Rabbi's Office are excluded from this list.

## **VII. POLICY**

1. This is a policy of the Board of Directors. The Board of Directors may revise this policy by majority vote.
2. This policy was approved by the House Committee in March 2022.
3. This policy was approved by the Board of Directors in April 2022.