

III ADMINISTRATIVE MATTERS

A. FRIDAY NIGHT *ONEG*

Onegs:

An *oneg* is a time for our community to come together after Friday evening service, to share refreshments and celebrate. Each *kadima* family will be assigned to serve as the "coordinator" for one *oneg* for a child in your child's *kadima* class. **The coordinator is responsible for coordinating the refreshments at that *oneg*.**

Oneg Coordinators is responsible for:

1 - contacting the *B'nei Mitzvah* family a month prior to ascertain how many guests they are anticipating at the *oneg* and whether there are any dietary restrictions.

2 - contacting volunteers (Kadima class, friends, and family of the *B'nei Mitzvah* family from within and/or outside of the congregation) to sign-up to donate for the *oneg*, i.e., baked goods, fruits, drinks, etc.

3- contacting the RSNS *oneg* chair to coordinate with their efforts for the event. Call the RSNS office for the name and contact information of *oneg* chairs.

4 - set up *oneg* prior to services and clean up leftovers afterwards (basic paper-goods are available at RSNS).

5- please pack leftovers for the families to take home, or refrigerated or frozen. (No food should be left out).

As the Oneg is ending:

You can begin to clear items & bring the leftovers into the kitchen. Our custodian will clean-up the tables/linens/hot water pot, etc.

B. DELIVERIES TO THE SYNAGOGUE

All deliveries — flowers, plants, food and the like — must be arranged through the office. Do not schedule deliveries without checking the time first with the office.

C. PROVIDING FOR SATURDAY MORNING *KIDDUSH*

RSNS will provide a simple *kiddush* following the Saturday morning service. This consists of sliced challah and grape juice for everyone in attendance, as well as an unsliced challah for the *bimah*. The synagogue custodial staff will set up the *kiddush*.

D. FLOWERS

Some families choose to have flowers on the *bimah* on Shabbat. All sanctuary flowers must be coordinated through the synagogue office. Speak with the office before ordering flowers at least one month before the event.

E. USHERING

Parents of *kadima* class students will be assigned to usher during services for the *B'nei Mitzvah* preceding their child's service. Ushers are responsible for welcoming guests and maintaining order inside the sanctuary. They will need to pay particular attention to unaccompanied children who have a tendency to be disruptive or noisy. **Important:** Families who are unable to usher on their assigned dates should trade dates with another *kadima* family.

F. SECURITY

For the safety and security of everyone in attendance, you must pay for a security guard for every service. Less than 100 guests will require one security guard. More than 100 guests will require two (2) security guards at the expense of the responsible party at the current hourly rate. You must notify the office one week before your service to let us know how many people you are expecting at your service so we can make sure to staff appropriately.

G. TIME OF SERVICES

Saturday morning services begin **promptly** at 9:45 a.m. and usually run until noon. It is suggested that you use 9:30 a.m. as a starting time for the service on your invitations.

H. PHOTOGRAPHERS, VIDEO EQUIPMENT, AND STREAMING

All services in our sanctuary are livestreamed and recorded. Please contact the office for the link to share the livestream and to download the recording following services. During the service, still photography is permitted as long as **no flash is used**. Cameras are not permitted on the *bimah* during the service. Please contact the office at least one month before the event to schedule a time to take photos at the synagogue. **Synagogue staff supervision is required for removal of Torah scrolls for use in photos.** All families must return a copy of the Rules for Videography and Photography signed by your videographer and/or photographer to Liza Wilson at info@rsns.org

I. FRIDAY EVENING PARTICIPATION

Your family is expected to attend services the night before your child becomes *B'nei Mitzvah*. Your child's presence enables members of the synagogue to participate in your *simcha* and helps foster community. There are many opportunities for participation in this service, including candle lighting and reciting *kiddush*. During the Friday evening service, it is customary for parents of the *B'nei Mitzvah* to present both unwrapped books of Jewish interest to their child and a donation to RSNS. It is appropriate to say a few words about why you have chosen the book for your child. With respect to the donation for the congregation, please consult the Executive Director.

Each *kadima* student is asked to undertake a social action project in connection with becoming a *B'nei Mitzvah*. The *B'nei Mitzvah* talks about this project at Friday evening services. In this way, members of the congregation can more fully support each family's social action efforts and be inspired by the variety of projects undertaken by our students and their families.

J. ORDERING KIPPOT/YARMULKES

You may order *kippot* (*yarmulkes*) from a vendor of your choice. (See the SOCIAL ACTION section in this document for eco-friendly options.). Allow at least four weeks for delivery. If you would prefer, a basket of previous events' kippot can be provided.

K. ROOM USAGE AGREEMENT

RSNS invites you to continue the celebration of your *simcha* in our space. Below, please provide the following information:

Event Date: _____ Expected Number of Participants: _____

Event Type: _____ Room: _____

Event Description: _____

Name of Responsible Party: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Caterer Name: _____

Caterer Phone: _____ Caterer Email: _____

CUSTODIAN/SECURITY FEE FOR KIDDUSH
(as of January 2024-subject to change)

\$200.00 per hour (hourly fee include set up and clean up time by our custodian(s))

Please choose which space(s) you will be using:
Social Hall/Blue Room/Back Parking Lot/ Courtyard

Please contact Liza Wilson if you would like to rent the Courtyard with our 30x40 tent for an additional fee.

\$200 deposit required.

Please make check payable to RSNS or pay directly through your Shulcloud account.

- *Rates will cover the fee of one (1) security guard and one (1) custodian.*
- *Less than 100 guests will require one (1) security guard. More than 100 guests will require two (2) security guards at the expense of the responsible party at the current hourly rate.*
- *The synagogue will provide 10 tables, 100 chairs, and/or 10 cocktail tables.*
- *The Responsible Party, or their vendors, must provide staff to set up and clean up the food, which includes taking the trash out to the dumpster. It is the Responsible Party’s responsibility to ensure that the facilities are left in the same condition in which they were found.*

Additional Rules

1. All caterers, party planners, and coordinators must be approved by RSNS when the contract is signed.
2. All vendors must provide a certificate of \$1,000,000 liability insurance naming RSNS as an additional insured at least one month prior to the event. This includes Workman's Compensation, General Liability, and Liquor Law Liability. Alcohol of any kind **may NOT** be served without a valid N.Y.S. liquor license, which must be provided at least one week prior to the event.
3. All storage spaces used must be left in the original condition or an additional fee may be charged.
4. A \$200 deposit due upon the signing of the contract. If fees are not collected, **RSNS reserves the right to cancel the event.**
5. RSNS reserves the right to charge additional fees should the event not adhere to the terms of this contract and/or the facility costs associated with this event rise (for example, more guests than contracted for attend, janitorial costs rise).
6. All decorations must be flameproof and free standing and are subject to approval by RSNS. Smoke machines, sparklers, flame throwers, birdseed, rice, and glitter are prohibited on the property and inside the synagogue.
7. The timing of all deliveries for the event must be coordinated with the synagogue office.
8. As we are a Jewish establishment, the laws of Kashrut must be observed in accordance with the standards set forth by our Ritual Advisory Committee.
9. Pursuant to State Laws, RSNS has adopted a smoke-free policy in all parts of the facility.
10. Responsible Party will comply with all requirements of laws, ordinances, orders, and regulations of the Federal, State, County, and Municipal authorities and with the directions of any public officer called to the premises while engaged by the Responsible Party.
11. RSNS shall have no responsibility for failure to supply any service when prevented from doing so by strikes, accidents, weather, or any cause beyond the synagogue's reasonable control, or by orders or regulations of any governmental authority, or failure of oil or other fuel supply, water, gas, electricity, heat, or air conditioning.
12. Responsible Party agrees to indemnify RSNS for any and all damages caused by or to any person participating at the function, whether such damage is caused by the use of alcohol or otherwise.
13. Responsible Party agrees to hold RSNS harmless from any damages caused to or by any person who is a participant at the function in the event there is legal action arising from the use of the premises and/or the sale or furnishing of alcoholic beverages on said premises.
- 14. Gratuities for maintenance and security personnel are strongly encouraged.**

L. CATERING AND KASHRUT

KASHRUT POLICY

The term *kashrut* refers to the dietary laws, rules, and regulations and their observance. The significance of *kashrut* continues to be recognized in modern times. In his writings, Mordecai Kaplan, the founder of Reconstructionist Judaism, wrote the following:

1. *Kashrut* links us to past generations.
2. It creates a Jewish style of life. It has contributed to the perpetuation of the Jewish people and the retention of its way of life.
3. It serves as a means of Jewish identification and distinctiveness.
4. It can generate spiritual values in that it can habituate the Jew to the practice of viewing the commonplace physical need for food as a source of spiritual values.

According to Kaplan, the tradition of *kashrut* should not be viewed as a “law” commanded by God, or understood as a mystic communion with God. The observance of *kashrut* should not be regarded as hygienic, as intending to help one earn salvation in the here or the hereafter, or to produce a marked effect upon one's character. *Kashrut* practices should be seen as traditional folkways that contribute to Jewish atmosphere of the home, and in solidarity with those Jews who are *kashrut* observing.

Most of the dietary laws are found in Chapter 11 of Leviticus and Chapter 14 of Deuteronomy. The following foods are permitted:

- ◀ all vegetables and plants
- ◀ all four-footed animals that chew the cud and have cleft hooves
- ◀ all fish having both fins and scales
- ◀ all fowl that are considered to be kosher

The Ritual Committee has studied the subject of *kashrut* and has adjudicated how it applies to our synagogue. Our priorities are to keep a connection to tradition, to create a comfortable place for all Jews, and to be as inclusive as possible. Our rules are as follows:

1. **Do not mix meat and dairy at any event.**
2. **Only kosher caterers may bring and/or prepare meat in our facilities.**
3. **You may use dairy foods either brought from home or from a caterer**
4. **You may use any food from certified kosher caterers**

Note: *A more restrictive set of rules applies to Pesah. If you have specific questions, please contact a member of the clergy team.*

M. SYNAGOGUE POLICIES

The following lists of rules must be given to and signed by your caterer, photographer, and/or videographer and returned to the synagogue office.

**RECONSTRUCTIONIST SYNAGOGUE OF THE NORTH SHORE
RULES FOR CATERERS**

The following is a list of rules to be given to and signed by the caterer. The completed signed sheet MUST be returned to the synagogue office upon booking the caterer and no later than four weeks prior to the *B'nei Mitzvah* service.

1. The congregation has a *kashrut* policy that must be strictly adhered to. (See back of form.)
2. Saturday morning services start promptly at 9:45 a.m. and usually end at noon. No deliveries can be made after 9:30 a.m. The building will be opened at 8:30 a.m. for your deliveries.
3. Arrangements must be made with the Executive Director for all deliveries.
4. You may use the synagogue's tables and chairs, if arrangements have been made in advance. You must submit your floor plan to the Executive Director at least one week prior to the *B'nei Mitzvah*.
5. When you arrive on the day of the *B'nei Mitzvah*, you must empty your vehicle(s) and move them to the rear of our building immediately. No vehicles may stand in the fire lane and/or in the front parking lot.
6. We expect that your staff will respect that a service is going on and keep noise to a minimum.
7. You are responsible for thoroughly cleaning up after the event. This includes leaving the kitchen as clean, neat and organized you found it and taking all garbage out to the dumpsters.

Please sign and email a copy of this document to executivedirector@rsns.org.

Name of *B'nei Mitzvah* Family

Date of Event

I, _____,
Name of Caterer

of _____
Name of Company Phone Number

have read the above guidelines and *kashrut* policy and agree to abide by them.

Signature of Caterer Date

RULES FOR VIDEOGRAPHY AND PHOTOGRAPHY AT RSNS

The following is a list of rules that must be given to the photographer and/or videographer and signed by them. This completed signed sheet **must** be returned to the synagogue office no later than two weeks prior to the *B'nei Mitzvah* service.

1. Saturday morning services start promptly at 9:45 a.m. and usually end around noon. Plan to arrive one hour prior to the start of services to set up. If you are unfamiliar with our synagogue, you may wish to see our facilities prior to the service. Call the office to make an appointment (516-627-6274).
2. Filming can be done from the balcony, and at the back of the sanctuary.
3. During the service, photography is permitted as long as **no flash is used**. Cameras are not permitted on the *bimah* during the service.
4. Do not stand in front of, or block people's view.
5. Additional lighting is not permitted.
6. Proper decorum is expected at all times prior to, during, and after the service.
- 7. Synagogue staff supervision is required for removal of Torah scrolls for use in photos.**

The guidelines listed above are meant to ensure that the service is not disrupted, and the participants are not distracted by photography or videography. Thank you for your cooperation.

Please sign and email a copy of this document to executivedirector@rsns.org. Include the name of the *B'nei Mitzvah* family in the subject line.

Name of *B'nei Mitzvah* Family

Date of Event

I, _____,
Name of Photographer/Videographer

of _____
Name of Company Phone Number

have read and agree to abide by the above guidelines.

Signature of Photographer/Videographer

Date