

Outdoor Event Policy for 751 San Juan Boulevard - Final

Purpose:

The purpose of this policy is to provide guidelines for member events at the building site of our new synagogue at 751 San Juan Boulevard.

Duration:

This policy will be in effect until modified by the board of directors or by an occupancy permit for the new synagogue.

Definitions and Responsibilities:

NSTF Representative: Appointed by the NSTF chair from the NSTF committee. This representative will:

- Open the site gate and building and remain continuously on-site for the duration of the event, locking up at the event conclusion.
- Under no circumstances will provide the gate entry code or building entry code to the event host or any contractor.
- Approve the location of all temporary event structures including port-a-potties, tents, on-site parking, etc.
- Indicate potentially unsafe areas with caution tape or something similar.

Event Coordinator: A board member appointed by the president to approve, oversee and coordinate between the NSTF and the Event Host.

The Event Coordinator will:

- Facilitate communication between the NSTF Chair or Representative and the Event Host.
- Answer board questions about the event.

Event Host: A member of Congregation Beth Israel who is requesting an event at 751 San Juan Boulevard. The Event Host will ensure:

- Security, sanitation, responsible event staff and structures, parking, and waste management.

Event: An outdoor gathering for a Jewish celebration approved by the Event Coordinator.

Policy:

The President will appoint a board member as an Event Coordinator. The Event Coordinator will be the liaison between the NSTF chair and the Event Host.

The event fee of \$500 may be paid to the New Building Fund.

February 10,2015

The Event Host should begin by contacting the Event Coordinator to initiate the planning process.

The Event Host is financially responsible for any unplanned additional costs at the discretion of the event coordinator. Additionally, the event host will ensure:

Security

- o Security is on-site beginning at least ½ hour before the event until the conclusion. Congregation Beth Israel's security provider is the provider of choice. With approval of the Event Coordinator, another provider may be chosen if CBI's is unavailable.

Sanitation

- o On-site sanitation of one port-a-potty for every twenty-five people are required for the duration of the event.

Event Staff

- o All arrangements including catering, tents, music etc. are approved and overseen by the NSTF representative.
- o No one, including event staff is allowed to be on-site without the NSTF representative on site.

Temporary Event Structures

- o All temporary event structures are removed at the conclusion of the event unless the event host has coordinated with the NSTF Representative for their timely removal.

Parking

- o Provide a parking attendant to direct cars to designated on-site or street parking.

Waste

- o All event waste and recycle items are removed from the site at the conclusion of the event.