



United Synagogue of Conservative Judaism  
155 Fifth Avenue  
New York, NY 10010

From the USCJ Synagogue Resource Center

## **Synagogue Operations - I**

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### **Contents include:**

- **Building Rules and Regulations – 2 samples**
- **Be Prepared for Winter – Tips on Floor Care**
- **Sample Cleaning Schedule**

## **SAMPLE: Building Rules and Regulations (I)**

1. The sanctuary, chapel, classrooms, Social Hall auditorium/gym, kitchen and grounds are provided primarily for the members and their families and for affiliated member organizations for the congregation to serve their spiritual, educational and social needs.

2. The facilities may be made available to such other organizations and instructions of a religion, educational and philanthropic nature as may request their use, but only at the discretion of the Executive Director, based upon policy created by the House Committee and approved by the Board of trustees. The facilities are available to non-member and outside groups only at such times when not in conflict with our own programs.

3. The House Committee retains the right to check on the conformity with established rules at the time of any function, and to take steps immediately to correct any non-conformity. It shall also be the right of the House Committee, or any of its authorized agents, including the Executive Director, to ask any person(s) to leave the premises because of unseemly conduct.

4. The Executive Director will, in the event of any dispute, authorize or reject the use of the facilities.

5. These rules may, with approval of the Board of Trustees, be amended or changed without notice, upon the recommendation of the Executive Director of the House Committee, for the purpose of maintaining the building for the greatest benefit of the majority of its membership.

### **GENERAL RULES**

1. The use of our name in any literature or publicity of any organization is not permitted without prior approval of the Executive Director.

2. Organizations are requested to mail to the office copies of invitations and publicity for all functions to be held at the synagogue, prior to general distribution, for approval by the Executive Director.

3. Facilities needed for other than regular meeting purposes must be booked in the same manner as meetings.

4. If an outside organization or party cancels a booking for synagogue facilities or services, charges will be made unless such notice or cancellation is given at least two (2) weeks prior to the scheduled date.

5. We assume no liability or responsibility for damage or loss of personal property of others while on our premises and all such personal property, including motor vehicles, brought or left on the premises shall at all times be at the owners' risk.

6. All persons and organizations will use the premises and equipment allotted to them with all due care. Any damage to this property of equipment resulting from its use shall render the persons and organizations liable for damages.

7. No decorations, signs, bulletins or similar objects are to be tacked or taped to any part of the building without the express consent of the Executive Director. No person or organization may move chairs, furniture, microphones or any synagogue equipment except as authorized by the Executive Director.

8. Our property or equipment may be loaned only with the permission of the Executive Director.

9. No business meetings, rehearsals or functions other than those of an appropriate spiritual nature shall be held in the building on the Sabbath, High Holy Days, or on days of religious festivities.

10. All activities in the building shall conclude by \_\_\_\_\_. Premises shall be vacated no later than \_\_\_\_ by everyone, including catering personnel. Exceptions to this rule may be granted by the Executive Director upon written request by the applicant organization, individuals or committee.

11. Proper decorum and a reasonable standard of behavior shall be maintained and enforced by all persons and organizations using our premises while in or near the building or its adjacent areas including the parking lot.

12. Employees of the congregation shall take orders only from the Rabbi, the President of the congregation, the Executive Director or a person duly authorized and designated by the President.

13. All persons, organizations, committees or other groups, including auxiliary associations and activity units of these congregations, to whom the Executive Director has granted the use of any of the facilities of the building or grounds, shall use only the area, room or rooms and/or facilities assigned to their use, in each instance, and shall comply with all rules and regulations as herein set forth insofar as the same may be applicable.

14. **CLEANUP REQUIREMENTS:** All persons or organizations and their caterers, where applicable, having use of the whole or any portion of the building or grounds or of the kitchen and/or facilities shall leave the same, including all kitchen equipment, utensils, and other physical property, in a CLEAN AND UNDAMAGED condition, and see to the removal of all surface garbage from the premises immediately following the conclusion of the meeting or reception, and before the caterer (where applicable) leaves the premises, and shall indemnify us for all loss, cost and damage resulting from failure to do so.

15. Kitchen utensils, dishes, silverware, and supplies may be used only with the specific written authority of the Executive Director, and in strict accordance with Jewish Dietary Laws. This applies to individual organizations and outside caterers.

16. Maintenance or other personnel regularly employed by the congregation shall not be strictly observed at all times.

17. Deliveries to and/or removals from the kitchens shall be made by appointment only. **Deliveries are not accepted: Daily from \_\_\_ through \_\_\_; after \_\_\_ PM Monday-Thursday; after \_\_\_ PM Friday or evening before holidays; on the Sabbath or any Jewish Religious Festival day.** All deliveries must be made directly to the appropriate kitchen (meat or dairy).

18. The Executive Director, the chair of the House Committee, or member of such Committee so delegate by the chair as agent, shall have and hereby is vested with full authority of the House Committee.

#### RITUAL OBSERVANCE

1. Smoking is prohibited anywhere on the building.

2. Before entering the Sanctuary or chapel, men are requested to cover their heads with a hat or kippah, and requested to wear a tallit when appropriate. Women are also requested to dress in a dignified manner, appropriate to the occasion.

3. No photography, motion pictures or videos may be taken of any religious service or ceremonies in the Sanctuary or any place in the building where such religious services or ceremonies may be held, on the Sabbath, High Holy Days, or religious Festivals. The Rabbi shall have final authority on this subject, and may grant exceptions where the Halacha permits.

4. What can/cannot be brought into the building:

a. No prepared foods from private homes.

b. No cooking or baking utensils from private homes.

c. Only paper cups and plates for coffee and cake may be used at a non-catered function.

d. All foods, prepared or to be prepared, must be kosher and from store(s) approved by the rabbi (list may be obtained from the office). The purchaser

may be requested to submit the store's receipt to the office.

e. If a non-catered kiddush is to be prepared, the office must be notified as to what foods are being served. All Kiddushim prepared by or on behalf of us for its members must be arranged through the kiddush coordinator.

5. Clergy other than those directly associated with the congregation shall be permitted to officiate at religious ceremonies in the synagogue building only upon the express invitation of the Rabbi.

#### ADDITIONAL RULES FOR CATERERS

1. Only caterers approved by the Rabbi are permitted to provide services on the premises.

2. All caterers are required to deposit with the office, not less than two (2) weeks prior to the scheduled event, a deposit of \$500, to be held as bond to insure strict compliance by the caterer with all rules and regulations affecting the use of the kitchen facilities, equipment, dishes, utensils and appurtenances, which said deposit will be returned to the caterer as soon as practicable following the day of use, after first deducting any expense occasioned to us by reason of the caterer's failure to comply with any of these rules and regulations, for restoration of kitchen facilities, equipment, dishes, utensils and appurtenances to the condition thereof prior to the caterer's use. There will, in addition, be deducted the amount of \$150 for rubbish disposal and use of kitchen facilities.

3. All caterers are required to provide a certificate of insurance to us, with evidence of Worker's Compensation Insurance, and Comprehensive General Liability Insurance of not less than \$1,000,000. Bodily Injury and Property Damage, naming us as an additional insured. Such certificate must be filed with the office at least two (2) weeks prior to the scheduled date of the catered event.

4. Caterers are required to leave the kitchen premises in a clean condition. Food and rubbish must be removed from all areas used for the catered event. Tables and chairs provided by us must be left clean of any food or rubbish.

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## ***SAMPLE: Building Rules and Regulations (II)***

1. Payment of 50% of the shared cost fee is required to confirm your reservation. This agreement may be cancelled with full refund of deposit thirty days or more prior to the event. Thereafter, the deposit is non-refundable. If we must cancel an event, the deposit will be refunded or applied to a mutually acceptable date.
2. In the event the congregation determines that security guard(s) is (are) required, this service will be arranged by the facilities coordinator and billed to you at a cost of \$10 per hour with a four (4) hour minimum per guard.
3. All weeknight events must conclude by \_\_\_\_ PM. All weekend events must conclude by \_\_\_\_ AM.
4. All functions shall be promptly commenced and arrangements made by the engager that all guests, invitees or other persons involved vacated the function space at the closing hour indicated.
5. The only refreshments other than those provided by the House Caterer allowed in the building are coffee, tea, cake, soda, cookies and ice cream. We reserve the right to place the order for all incoming food to insure kashruth.
6. Any balance payable on account of this contract shall be due and paid one (1) week in advance or the specified function unless expressly indicated in the face hereof.
7. Food
  - a. All packaged food brought into the building must bear kosher certification.
  - b. All non-packaged food must be purchased from Sabbath observing establishments that are under kosher supervision.
  - c. We reserve the right to place orders for all food brought into the building.

### LIABILITY

1. We shall not be liable for any conditions beyond its control including but not limited to accidents, breakdown of equipment, etc., which shall either prevent or limit the use of the premises hereunder, nor shall any limitation of use affect the contract price hereunder.
  2. We reserve the right to exclude or eject any and all objectionable persons from the premises without legal liability on its part for so doing.
  3. The engager agrees that the premises shall be used in accordance with the rules and regulations of any authority having jurisdiction.
  4. We reserve the right to cancel this agreement when any function to be held hereunder is found to be of a nature which is not acceptable to the Board of Trustees or House Committee.
  5. No agreement by any officer or representative of us shall be binding unless made in writing as part of this contract.
  6. The engager may not assign or transfer this contract.
  7. Nothing herein contained shall obligate us to furnish any personal services or facilities other than specifically stated upon the fact of this contract.
  8. The applicant agrees to indemnify and hold us harmless from any and all claims for loss, injury or damage to persons and property while on the premises.
  9. The applicant shall be held responsible and shall be billed for any loss, breakage or damage to the equipment or property.
  10. We assume no responsibility for damage to or loss of personal property, including vehicles, on the premises. All personal property brought to or left on the premises shall be at the owner's risk.
  11. The applicant will provide us with a Certificate of Insurance in the amount of \$1,000,000.00 naming us as the additional insured.
- ### USE OF FACILITIES
1. Only those areas and facilities herein contracted for may be used for the event. Proper decorum and behavior shall be maintained.
  2. Arrangements for all meetings must be discussed in detail with the office at least one week prior to the meeting.
  3. Set-up for meetings consists of chairs in auditorium arrangement and two tables along the side wall for buffet service. For any set-up other than this, an additional charge of \$15.00 will be made for labor.
  4. Fees include set-up and removal of tables, chairs, and other constructed equipment (i.e., microphones, podiums). A diagram and/or written instructions for other furniture arrangements must be submitted seven (7) days prior to the scheduled event.
  5. No decorations requiring attachment by tacks, nails, staples or otherwise, so as to mar or damage the walls, ceilings, posts, or other finished surfaces may be used under any conditions.
  6. No Center property of any kind is to be taken out of the specified area without previous written consent, and under no circumstances to be taken out of the building.

# Be Prepared for Winter

By Dan Harris\*

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Not every area of the country is plagued by the heavy snows and severe winter found in some of our eastern and mid-western cities, but it is certain that however you live, Old Man Winter is going to take his toll on adding to the problems of your maintenance program in the next months. If you begin now to plan ahead for the coming winter, you can substantially reduce the problems involved and keep ahead of the workload, instead of always trying to catch up.

One of the first things you should do before the cold season starts is, of course, fire the furnace to see that it is in good working order. Check all ducts and individual room outlets to be sure they are all functioning properly. To be sure, the furnaces should have been cleaned and checked for repairs at the beginning of the summer or as soon as the heating season was over, but a recheck now, before the furnace is needed, will save extra work and prevent delays when heat is required.

The entire building should be checked from top to bottom. The best place to start is on the roof. Be sure to remove all accumulated debris that could clog the roof drainage system. Check all drains and down spouts to see that there are no old bird nests, leaves, or other debris that will stop them up and cause water to run through the roofs or side walls and ruin fresh paint jobs. Also, check for worn or damaged areas in the roof that could result in leaks.

## PROTECT YOUR FLOORS

As you well know, the part of your building that is going to take the worst beating during the winter is the floors. Your work load will be increased, not only by the extra wear and tear on the floors themselves, but there also are certain winter weather hazards that can both cause and add to your problem. Snow, slush, ice, and water tracked in from the street and sidewalks can make extra maintenance work, as well as create slippery conditions that can be a dangerous hazard to food traffic.

Without additional personnel during the winter months, the extra floor maintenance required can often result in unavoidable neglect of your general housekeeping. There are methods, however, that will aid you in reducing your floor maintenance problems and meeting your work requirements.

It is often said, "an ounce of prevention is worth a pound of cure", and it is certainly true when applied to winter maintenance. You can greatly reduce the amount of winter slush brought into your building from outside by using suitable floor mats both outside and inside the entrance. The most appropriate type of mat for exterior use is usually metal, link-rubber, or fiber. A corrugated rubber mat will serve well inside.

Do not use old mats that have been badly worn. If they are not in serviceable condition, they should be replaced with new mats to insure complete protection during the winter. Entrance mats can be worn to such a degree that their cleaning and safety features are completely lost.

All mats should be thoroughly cleaned before use to make them as effective as possible. Corrugated rubber mats should be cleaned in a strong solution of synthetic detergent and permitted to stand for about five to ten minutes before scrubbing with a good stiff brush. Faded or discolored mats should be given a coat of rubber paint, using the type that is applied to automobile tires.

## FLOOR TREATMENT REDUCES MAINTENANCE

Your floors will take a great deal of abuse during the winter not only from the usual slush carried in on shoes and clothing, but also from salt and other ice-melting chemicals tracked in from sidewalks. These chemicals can be particularly detrimental to terrazzo, which is probably the most popular type of material for entrances and street floor. Any alkaline type of chemical will sink into the pores of terrazzo and expand as it dries, which causes the cells of the marble chips and grout to break, creating a condition spalling.

You can greatly reduce your winter floor maintenance problems by anticipating the first siege of bad weather and giving your floors a thorough cleaning and waxing. Terrazzo can best be cleaned with an abrasive coat of clear terrazzo penetrating sealer as a further protection against ice-melting chemicals. Although terrazzo has a natural sheen and luster, a

good water wax, applied in one or two thin coats, buffing each when dry, tends to protect the surface and makes maintenance easier.

If shoes and heels are caked with snow and ice, smooth floors can be slippery whether waxed or not, which further emphasizes the need for using entrance mats. A good rubber runner, used from the door to several yards inside the entrance, will greatly eliminate the hazards of slipping. Clean sidewalks and steps outside can also save much work and worry inside.

## SNOW REMOVAL

Proper snow removal at strategic points around your building and grounds will not only reduce maintenance inside the building, but will also help avoid delays of personnel which cause heavy economic losses every year.

To handle this problem efficiently, begin by setting up an organized program. Start by drawing a map of your entire property and indicate those areas that require snow clearing. You should assign priorities and indicate a sequence of operation, such as main drives, sidewalks, parking areas, loading docks, emergency facilities, etc.

Begin taking inventory of your vehicles and other equipment for snow clearing as much in advance of the bad weather as possible. Have all vehicles and power equipment tuned up and winterized. As for plows, remove all rust and repaint, giving special attention to blade surfaces which should be free of defects to assure maximum snow rolling action. During the snow season, vehicles and power equipment should be serviced after use. Inspect plows and do no let needed repairs go undone.

You will often find it advantageous to use chemicals where snow is packed or frozen to ease the plowing job where snowfall amounts to less than two inches. Use of chemicals, however, should not become a substitute for plowing. Most authorities will recommend a chemical mixture rather than rock salt. This type of mixture has greater melting action at lower temperatures and does not leave residue found with rock salt.

Another helpful aid before heavy snow is the use of markers at various locations. You can place stakes with reflectors along the edges of roads and parking areas, as well as at the shut-off valves, hydrants, catch basins, and around plowing hazards which will save much property damage. Markers should rise at least a foot above the maximum expected snow level.

## PLANNING INCREASED EFFICIENCY

The subjects covered above are only a few of the areas in which you can reduce your winter maintenance problems through proper planning. There are undoubtedly many other things specifically suited to your building, which, if planned for now, could make your work much easier in the months to come. Why not begin now by working up a checklist of things to be done to prepare your building for winter? You will find that many things will come to mind now that could easily be overlooked or which you might not get around to if put off until later.

## Sample – Cleaning Schedule: What to Do and How Often to Do It

**Type of Activity ..... Frequency**

### **General Cleaning Work**

Corridor sweeping ..... daily  
Vacuum Cleaning ..... daily  
Classrooms ..... daily  
Conference room..... daily  
Lobby / corridor..... daily  
Trash collecting ..... daily  
Grounds policing ..... daily

#### *Toilet rooms*

Cleaning ..... daily  
Servicing ..... daily

#### *Executive office*

General Office Space ..... daily  
Sweep floor ..... daily  
Vacuum carpet ..... daily  
Trash removal & dust..... daily

#### *Library*

General cleaning ..... daily  
Trash removal ..... daily

### **Special Task Cleaning**

#### **Buffing**

Corridors ..... weekly  
Rooms ..... 6 weeks

#### **Waxing**

Corridors ..... 3 months  
Rooms ..... 3 months

#### **Wet Mopping**

Main corridors ..... daily  
Secondary corridors ..... weekly

#### **Machine Scrubbing**

Main corridors ..... daily  
Secondary corridors ..... weekly

#### **Wall washing..... yearly**

#### **Window washing**

Interior..... weekly  
Exterior ..... 3 months

#### **Lamp replacement**

Fluorescent ..... 2.5 years  
Incandescent..... 4 months