

Congregation Keneseth Israel
Policies, Practices & Guidelines

Policy, Practice or Guideline: High Holiday: Reserved Seating & Parking Policy

Source: Religious Practice Committee

Date Adopted: 10/1963

Dates Revised: 6/2024

- I. Introduction: An Ad Hoc committee was formed to develop a Policy regarding reserved seating and parking during the High Holy Days. The purpose was to provide the administrative staff with guidelines for arranging seats and parking for congregants with physical limitations and disabilities while balancing the needs of the general congregation.
- II. Policy Statement: It is the policy of KI to provide reserved seats and special parking spaces for members with physical limitations and disabilities and for staff and lay leaders as specified.
- III. History: KI has always honored the request for reserved seats during the High Holy Days. Members at large have complained that seats were saved for staff, lay leaders, and members for the convenience of not having to arrive early at the Service as opposed to true physical limitations or disabilities.
- IV. Definitions:
- V. Procedure:
- a. Reserved Seating Criteria
- Congregant requesting a reserved seat will be asked the nature of their disability for appropriate placement.
 - Ushers for a particular service will be allowed to reserve up to 2 seats (themselves plus 1 other)
 - The Rabbi's and Cantor's families will be allowed to request 2 seats each.

b. Reservation Guidelines

- Reserved seating is only available for the 4 main services (Erev & Morning of Rosh Hashanah and Erev & Morning of Yom Kippur.) Reserved seating is not available for Afternoon or Concluding services.
- Reserved seats are available in the back third of the Sanctuary or the first two rows in the Social hall.
- Anyone requesting a reserved seat must call the Temple office to make arrangements.
 - Seats must be requested for each service needed. Congregants will be asked to specify for which of the 4 main services they are requesting the seats.
 - Anyone requesting a seat may reserve for themselves and family members attending the Service.
- Reserved seats will be noted with a simple “Reserved” sign on the back of the seat (no names will be identified). Ushers will have a reserved seating chart and will escort individuals to their seat(s).
- Room for wheel chairs and their guests will be reserved in the first row of the Social Hall.
- All reserved seats will be released 15 minutes before the service begins (the “Reserved” sign will be removed). There will be **no exceptions**.

c. Reserved Parking Policy. Because of the limited available parking behind the building, the following policy will be observed:

- The following Congregants and staff will be provided with one parking space in the KI lot: Rabbi, Cantor, Educator, Office Manager, Bookkeeper, Exec. Director, Custodian, and the President.
- Congregational members with a handicap placard must call the office prior to the service to request a reserved parking space. The member will be asked to specify for which service(s) they need parking. Handicapped parking is available on North Leh Street.
- All spaces will be released 20 minutes before the start of the services. These spaces will then be open to any member.
- In the event that more handicapped reserved spaces are needed than are available, Staff members may be asked to forfeit their reserved space for a particular Service.
- Because of security and safety concerns, no one is admitted through the kitchen. Worshipers must use the sidewalk and enter using the Chew Street door.
- Street cleaning prohibitions are waived on the surrounding streets.
- No parking is permitted in the Muhlenberg College lots.

VI. Reference: