

Congregation Keneseth Israel
Policies, Practices & Guidelines

Policy, Practice or Guideline: Use of Temple Facilities - Weddings

Source: House Committee

Date Adopted: 9/1988

Dates Revised: 1/2023

- I. Introduction: On September 1, 1988, the Board of Trustees adopted proposals to facilitate wedding preparation and avoid any difficulties that would detract from the religious significance of the ceremony. They were developed to accommodate all members of the congregation as equitably as possible.
- II. Policy Statement: It is the policy of KI to provide our members in good standing with a venue for life cycle events and to provide couples and families with regulatory guidelines for the wedding ceremony and celebration.
- III. History:
- IV. Definitions:
- a. Members in Good standing – Because of our flexible dues protocols, the Executive Director and the Financial Secretary determine the extent to which a member is in good standing.
- V. Procedure:
- a. Fees – Fees are due in the Temple office two weeks prior to the affair. The schedule of costs will be as follows:
- \$200 - Custodian
 - \$150 – KI Pianist
 - Soloist(s) - \$125 per person
 - \$379 - Use of Multipurpose Room
 - \$499 – Use of Social Hall
 - \$100 – live streaming
- b. A morning wedding celebration must be completed by 5 PM and an evening celebration by 11 PM or additional fees may be incurred.

- c. The Sanctuary
 - The Sanctuary is available only for members in good standing. Non-members may rent another space at non-member rates.
- d. Notice of Celebration – As soon as the date is set, it is suggested that no later than two months prior to the wedding, the Parents or the wedding couple must contact the Clergy directly to determine their availability. The parents or wedding couple must contact the Temple Administrator and advise of the following:
 - Date of ceremony
 - Number of people expected
 - Type of Social function and whether the reception will be held at the Temple.
- e. Weddings are held cognizant of the public health protocols in place at the time of the event and numbers may be limited or the event cancelled if warranted.
- f. Use of Kitchen Facilities
 - Kitchen utensils and place settings will be supplied if desired. The kitchen area will be available for setting up platters.
 - The family/caterer will be expected to wash all dishes and utensils used. Modern dishwashing equipment is available; however, the family/caterer is expected to provide an individual to operate the dishwasher equipment. The custodian will provide operating instructions on the use of all kitchen equipment. The family/caterer may not use any silver, paper supplies, or candles belonging to the Women of KI unless special arrangements are made by contacting the Women of KI President.
 - The custodian is responsible for removing and replacing into storage all dishes, utensils and other temple property used.
 - The family/caterer is ultimately responsible for any loss or damage that may occur.
- g. Additional Rules for Caterers
 - A Caterer must be vetted by the Executive Director and approved before permission for facility use is given. The Caterer can be kosher or Non-Kosher.
 - Shellfish, pork or pork products are not permitted on the menu. KI requests the caterer not to mix meat and milk in the same dish.
 - Caterers are responsible for damage to the Temple property; however the congregant is ultimately accountable for any damage done. Furthermore, the Caterer is required to leave the Temple facilities in the same condition in which it was found.
 - Two weeks before the service is performed, Caterers must submit, to the Temple office, certification of general liability insurance.
 - The member hiring the Caterer will be responsible for the Caterer's compliance with these rules. Any Caterer not complying with the rules will be removed from the approved list.

- h. Serving alcoholic beverages
 - Alcoholic beverages are permitted. It is the responsibility of the host to assure that an attitude of moderation is observed by guests. With the exception of ritualistic wine, individuals under the age of 21 may not be served alcoholic beverages.
 - If alcohol is served, a licensed bartender (per PA regulations) with TIPS (Training for Intervention Procedures) certification must be provided.
- i. Entertainment
 - It is permissible to provide entertainment for the wedding. It is the responsibility of the host to see that such entertainment is appropriate and fitting for the occasion.
 - No smoke machines are permitted.
 - COI must be supplied 2 weeks prior to the event.
- j. Custodial services
 - The custodian will be available to assure that the temple facilities are open and available to the wedding party and to secure the facility once the ceremony is completed. The custodian will also set up the tables and chairs in the Social Hall as well as maintain control over whatever special utensils or equipment are needed by the family/Caterer. The custodian will be available during the entire period of the affair to assist as needed unless other arrangements are agreed upon by the family.
- k. Contact Person(s)
 - The Executive Director is available to assist parents and wedding couples with the celebration.

VI. Reference:

- a. By-laws of Congregation Keneseth Israel, Article 5, § 2. Revenues & Gifts (For Membership in Good Standing)
- b. KI Policy - Food and Catering Policy
- c. KI Policy - Guidelines for Clergy Performing Life Cycle Events
- d. KI Policy - Photographs and Videos
- e. Facility Rental Guidelines (Fee structure)