



# Event Form

Internal JCSVV Events and Facilities Use

100 Meadowlark Drive, Sedona, AZ 86336  
P.O. Box 10242, Sedona, AZ 86339-8242

Tel: 928-204-1286  
Fax: 928-204-2616

In order for an event to be scheduled at the JCSVV facility, the following information must be completed and submitted to the office as soon as the desired event is identified but at least four (4) weeks prior to the date of the event/activity. Completing this form is not implied approval. All events must be balanced against already existing events and simultaneous incoming event requests.

## EVENT

Event Title: \_\_\_\_\_

Financial Classification:  Fund Raiser, Goal: \$ \_\_\_\_\_  Breakeven  Subsidized (Select only one)  
See Event Policy

Event Type:  JCSVV Event  JCEFC Event  Havurah Event  Men's Club Event (Select only one)

Date:	Preparation Start Time:	Event Start Time:	Event End Time:	Cleanup End Time:
-------	-------------------------	-------------------	-----------------	-------------------

Calendar Description (If different from Event Title): \_\_\_\_\_

Will there be a charge for attendance?  No  Yes Amount: \$ \_\_\_\_\_

Will there be any advertising in which the JCSVV is mentioned?  No  Yes If yes, the advertising copy must be submitted with the application for approval, if available, or prior to release.

Will food be brought onto the premises?  No  Yes  Dairy  Meat See the Kitchen Operating Policy

## PUBLICITY

Web Site Event Title for Events page: \_\_\_\_\_ Web PDF Files:  Flier/Brochure  Order Form

Web Site Event Description for Events page: \_\_\_\_\_

## CONTACTS

Primary Contact Person: \_\_\_\_\_ Responsible For:  Opening  Closing

Address: \_\_\_\_\_

Home Tel:	Business Tel.:	Cell Number:	E-Mail:
-----------	----------------	--------------	---------

Secondary Contact Person: \_\_\_\_\_ Responsible For:  Opening  Closing

Address: \_\_\_\_\_

Home Tel:	Business Tel.:	Cell Number:	E-Mail:
-----------	----------------	--------------	---------

## FACILITIES USE

Expected Number of People: \_\_\_\_\_ General Age: \_\_\_\_\_

Facilities Required:

Upper Level:  Sanctuary  Social Hall, Full Use of Kitchen  Library  
 Cover Ark  Social Hall, Minor Use of Kitchen  
 Social Hall, No Use of Kitchen

Lower Level:  Meeting Room 1  Meeting Room 2  Meeting Room 3  
 Use of Kitchen  No Use of Kitchen

Outside Patio(s), Walkways & Grounds  Parking Lot Only





## Event Policy

1. All uses of the JCSVV facilities shall be consistent with the purposes set forth in Article II, Purposes, of the JCSVV Bylaws. No uses shall be permitted that are in conflict with or in opposition to the purposes of the JCSVV.
2. The congregation, including its organizations and auxiliaries, shall have first priority in scheduling the use of the facilities.
3. An application, provided by the JCSVV, shall be submitted to the Program Committee for approval at least 30 (optimally 90) days before the event. Where possible, requests for events within 30 days of the request, will be considered. An event shall not be considered scheduled until the Program Committee has approved the application.
4. Events requested with this Event Form shall be limited to internal JCSVV, JCEFC, Havurah, and Men's Club events. All other events should be scheduled with the Facilities Use Committee using the Facilities Rental Form.
5. Financial Classification of events is determined by the intent of the event:
  - Fundraiser – Income from the event will exceed costs. The surplus becomes the funds raised.
  - Break-Even – Income from the event should cover all costs.
  - Subsidized – Income from the event (if any) will not cover costs. Cost of the event is covered from budgeted or donated funds.
6. Publications of advertisements where the JCSVV name will be used must be approved by the Program Committee before distribution or display.
7. The facilities shall be used so as to conform with the dignity, spirit, and atmosphere of a house of worship consistent with paragraph 1 above.
8. This is a non-smoking facility and smoking shall not be permitted within the building nor at the entryways or on any adjacent patios or walkways. Smoking shall be allowed only in designated outdoor smoking area.
9. Alcohol may be served at social functions. Service of alcohol shall be consistent with the Arizona State Law.
10. No illegal substances shall be permitted on the premises.
11. The JCSVV shall not be responsible for lost or stolen property or any personal items, including but not limited to gifts or presents received during any function, and coats, umbrellas or purses.
12. All furniture and fixtures must be returned to their original position upon completion of use. The Event Committee shall be responsible for setting up and breaking down all chairs and tables before and after use.
13. No JCSVV property shall be removed from the premises unless approved by the Facilities Use Committee.
14. Each Event Committee shall be responsible for seeing that the doors and windows are locked before leaving and the lights have been turned off. A JCSVV member or designee approved for building opening & closing shall be present at the commencement of, and conclusion of, all events.

15. Use of candles in the sanctuary is limited to religious ceremonies on the Bimah and they must be placed in holders and on a tray. Only non-scented, dripless candles may be used, except in religious services. Candles used in the Social Hall must be in a nonflammable container or on a nonflammable tray.
16. Users of the upstairs kitchen facilities shall comply with kitchen operating rules adopted by the Board of Directors. See attached Kitchen Operating Policy which is considered part of this policy.
17. Use of the facilities must terminate by 11:00 p.m. Sunday through Thursday and by 1:00 a.m. for affairs starting on Saturday night and ending on Sunday morning or starting on a night before a secular holiday. Caterers and cleanup personnel may remain on the premises after closing time.
18. All equipment brought onto the premises shall be subject to written approval of the Facilities Use Committee. The use of sound equipment shall be consistent with the applicable City of Sedona ordinances.
19. Nails, staples or similar fasteners are not to be used on the walls, floors, doors, ceiling, light fixtures or other parts of the building or equipment. Use of tape or other fasteners shall be preapproved by the Facilities Use Committee. In decorating any area of the building, the fire extinguishers and exits shall not be hidden or closed off. All materials used must be fireproof.
20. The following items shall not be permitted on the premises:
  - Live animals birds or fish. Assistive animals are permitted.
  - Cotton candy or paper confetti machines in the building.
  - Glitter, smoke, or other substances that may leave a residue in the building or on the premises.
  - Special effects without the approval of the Facilities Use Committee.
21. The JCSVV may require that a law enforcement officer be employed at any function when deemed necessary based upon the size and type of function.
22. Garbage shall be bagged and placed in plastic bags and deposited in to the dumpster.
23. A wedding party will have reasonable access to the Sanctuary prior to the ceremony.
24. Use of the facilities on the Sabbath, from Friday night sundown to Saturday night sundown, shall be permitted as follows.
  - A. The Sanctuary will only be used on Shabbat and the High Holy Days for Jewish ritual and Jewish activities and shall not be available for unaffiliated events on those days.
  - B. If the upper level of the facility is used for Saturday evening events, Saturday afternoon setups shall be allowed in the Social Hall. Regarding the Sanctuary, in general, no preparation or set-up is to be done prior to Sundown (5:00-7:00 pm depending on the season.) When a large set-up is required, it can be started earlier as long as it is done with decorum and respect for the space, and with the prior approval by the President and the Rabbi.
  - C. The lower level of the JCSVV building is available for events as long as it does not interfere with upper level activities.
25. A copy of these policies shall be given to event committee wishing to schedule an event in the facilities along with the Event Form. These policies shall be considered an integral part of the formal application and approval.

Adopted 11/07/2010



## **Kitchen Operating Policy**

The kitchen shall be operated as a kosher style kitchen. The following requirements apply to both upstairs and downstairs kitchens.

A supervisor shall be appointed to address questions and to oversee and enforce the rules set and approved by the Board of Directors. There shall be no variation. To receive access to the kitchen, food menus must be approved in advance by the supervisor.

1. No shell fish or pork products may be brought into the synagogue or its kitchen.
2. No mixing of dairy and meat at any time.
3. No desserts shall be served that contain any milk products when a meat meal is served.
4. Catered meals, or food prepared by members of the congregation, must be either dairy, meat or parve, not a combination of meat and dairy. Parve can be combined with either meat or dairy.
5. Sauces prepared for various dishes must be in keeping with the separation of dairy or meat.
6. Glass dishes or disposables are preferred.
7. All food safety rules must be strictly observed, including, but not limited to, time and temperature control, proper hand washing, wearing of gloves, proper cleaning and sanitizing of all dishes, utensils, and work surfaces.