

## **Or Hadash Building Rules and Regulations**

The following **Rules and Regulations** are applicable to all uses of the Or Hadash (OH) building, whether rented or otherwise, and apply to any agent or independent contractor of any user of the building. These Rules and Regulations have been approved by the Board of Directors.

They are subject to change.

1. The OH Kashrut Policy must be complied with.
2. The OH building is a "No Smoking" building and no smoking is allowed anywhere on the premises.
3. The OH sound system may be used with the consent of OH. The system settings must be reset in their original positions after use.
4. Settings on the heating and air conditioning systems are not to be changed except by OH staff.
5. Music shall be at appropriate levels in order not to disturb the neighbors of OH. Levels of music that might be appropriate during the day may not be appropriate in the evening.
6. Outside grounds may be utilized for events. However under no circumstances may there be running or walking on retaining walls.
7. Unless OH provides maintenance staff, the user is responsible for removal of all trash from the building and the disposal thereof in OH trash receptacle. There is a separate receptacle for recycling and no trash is to be placed in this receptacle.
8. Parking shall be confined to designated OH parking lots. Play and Learn and Wordsworth parking lots are not to be used without the authorization of OH, which must obtain consent of those institutions.
9. Use of OH shall be restricted to those portions of the building that are designated in the rental contract or the Event Request. All other areas are off limits.
10. Deliveries/retrievals of equipment may be made **ONLY** during regular office hours. Vendors must call the office and speak to the Synagogue Administrator (215-283-0276) to schedule all deliveries in advance. Please be advised that our office closes early on Fridays for Shabbat.
11. All personal property delivered to OH for any religious ceremony, party or other special event must be removed from OH at the end of the event. Storage of these items at OH is not permitted without written permission from the Special Events Committee. If permission is given, the items must be moved by the user to locations designated by OH. The items must be removed within two days.