BEIT AM BUILDING USE POLICY FINAL 20251120

1. Only parve (made without milk, meat, or their derivatives) and dairy foods may be served or consumed in the Beit Am building. *No shellfish or pork products may be brought on to the property.* If you are planning on having food at an event, see the Kitchen Use Policy
2. The Beit Am building and grounds are tobacco-free and cannabis-free environments. Use of these products in any form is prohibited. Vaping and the use of e-cigarettes are likewise prohibited anywhere on the premises.
3. The use of alcohol in the building or on the property must be in compliance with Oregon state laws and with regulations of the Oregon Liquor Control Commission. No alcohol may be offered or provided to minors except for ceremonial purposes. (Alcohol policy) https://www.oregon.gov/olcc/lic/Pages/special-event-licensing.aspx
4. No animals other than service animals, as defined by the ADA, are permitted in the building, unless authorized by the Board.
5. Parents, guardians, or assigned adult supervisors are responsible for ensuring that children demonstrate safe and responsible behavior while in the Beit Am building and on its grounds.
6. Other than specifically designated bulletin or message boards, nothing can be affixed to any wall, door, or furnishings unless approved by the Art Recommendations Committee (requests can be made through the Office Administrator).
7. Reservations for use of Beit Am facilities shall be made with the Office Administrator in accordance with procedures adopted by the Board, with the following priorities:
   a. Religious, holiday, and member life cycle events
   b. Beit Am sponsored activities (e.g., Beit Midrash, adult education, social programs, committee and board meetings)
   c. Member-organized usage (such as family events, music or dance recitals, etc.)
   d. Outside community service and not-for-profit groups - subject to Board approval.
8. The individual responsible for an event shall ensure that the attendance will not exceed the building capacity of 290 persons. If it is anticipated that parking will exceed 40 cars, advance arrangements must be made for use of the LDS Church parking lot through the designated LDS Church liaison (office@beitam.org has contact info). Anticipation of more than 100 participants should be discussed with BASS, per Board approval.
9. The individual responsible for an event must be trained and authorized to operate the building's entry and security systems and must be familiar with safety and security protocols.Alternatively, the responsible individual must identify a designee who is familiar with building protocols. Contact the office administrator for information about training on building access and consult with the BASS chair for safety and security protocols.

   If the event requires opening or closing the operable walls, the responsible individual

must either be trained to do so, or arrange for assistance from the Building and Maintenance Operations Manager or designee.

10. Any event that is advertised to, or open to, the general public (non–Beit Am members) must receive prior approval from BUC and the Board. Memorial services are excluded, provided that publicity is limited to an obituary notice listing the date and time.
11. Event Publicity**:** Any promotion that extends beyond Beit Am's internal channels is considered a public announcement and requires prior approval from the BUC and Board. This includes social media posts, chat groups, or any outreach directed to, or visible to, non-members.
12. As a matter of *kavod*, respect, for the holy and mindful atmosphere we seek to create at Beit Am, electronic devices should be silenced or turned off during Shabbat and *chagim (holidays/festivals)* observances. Photography and videography are not permitted in the sanctuary on Shabbat or *chagim* until after services have concluded and congregants remaining to pray privately have completed their prayers. Exceptions may be made at the discretion of the religious leader.