

### Using the Beit Midrash wing during Beit Am events

By default, the Beit Midrash wing is closed and locked. During Beit Midrash hours, the door is open.

During other Beit Am events (ex: services or adult education) the person running the event can make the decision to open the Beit Midrash wing.

Whoever opens the door is ultimately responsible for making sure that the classrooms are left as they were found.

It is recommended to only open one classroom, rather than all three. You can do this by propping open the door and communicating with children and adults about which rooms are on or off limits.

Over Shabbat on a "school week" please do not use a classroom if it appears to already be "set up" for Sunday. If you have questions about the status of a classroom, check with Sara Finkle before 2pm on Friday.

Let children know that they are responsible for picking up after themselves and let parents know that they are responsible for making sure that kids pick up after themselves.

When the event is over, check all the classrooms and clean up any mess, in particular, food and dishes.

Close windows, turn off lights, un-prop classroom doors, and lock the Beit Midrash door before you leave.