



SYNAGOGUE GUIDELINES

BUILDING RULES AND REGULATIONS

1. Smoking on GLT property is prohibited at all times.
2. The sanctuary, chapel, classrooms, social hall, kitchen and grounds are provided primarily for the members and their families and for affiliated members of the congregation to serve their spiritual, educational and social needs. The facilities may be made available to such other organizations and institutions of a religious, educational or philanthropic nature which may request their use. Use will be at the discretion of the VP of Facilities and/or the Congregational Board, based upon policy created by the Facilities Use Committee and approved by the Congregational Board, and only under the conditions and in accordance with this and all other applicable policies. The facilities may be available to non-members and outside groups only at such times when not in conflict with congregational programs upon approval as set forth above, and only under the conditions and in accordance with this and all other applicable policies.
3. The VP of Facilities retains the right to check on the conformity with established rules at the time of any function, and to take steps immediately to correct any non-conformity. It shall also be the right of the VP of Facilities, or any of the congregation's authorized agents, including Congregational Board Members, to ask any person(s) to adjust behavior to conform to applicable rules or policies or to leave the premises because of inappropriate or unsafe conduct.
4. The VP of Facilities and/or the Congregational Board will, in the event of any dispute, authorize or reject the use of the facilities.
5. These rules may, with approval of the Congregational Board, be amended or changed without notice, upon the recommendation of the VP of Facilities, for the purpose of maintaining the building for the greatest benefit of the majority of its congregational membership and in accordance with applicable guidelines of the United Synagogues of Conservative Judaism.

GENERAL RULES

1. The use of our name "Congregation Gesher L'Torah" in any literature or publicity of any organization is not permitted without prior approval of the VP of Marketing and/or the Executive Board.
2. Internal and external organizations are required to provide copies of invitations and publicity for all functions to be held at the synagogue, prior to general distribution, for approval by the VP of Marketing or VP of Facilities.
3. We assume no liability or responsibility for damage or loss of personal property of others while on our premises and all such personal property, including motor vehicles, brought or left on the premises shall at all times be at the owners' risk.
4. No decorations, signs, bulletins or other objects are to be tacked, taped, or otherwise fastened (permanently or temporarily) to any part of the building without the express prior consent of the VP of Facilities, or with respect to the Religious School or Preschool, the express prior consent of the Director of Education.
5. No person or internal or external organization may move furniture, audio-visual equipment or any other

synagogue equipment except as authorized by the VP of Facilities, or with respect to the Religious School or Preschool, the express prior consent of the Director of Education.

6. Our property or equipment may be loaned only with the permission of the VP of Facilities and/or the Congregational Board, based upon policy created by the VP of Facilities and approved by the Congregational Board, and only under the conditions and in accordance with this and all other applicable policies.
7. Proper decorum and a reasonable standard of behavior shall be maintained and enforced by all persons and organizations using our premises while in or near the building or its adjacent areas including the parking lot. The GLT Decorum Policy is incorporated in this policy by reference. Please see the GLT Decorum Policy at www.gltorah.org or request a copy from the Synagogue Administrator or VP of Ritual.
8. Employees of the congregation shall report to and take instructions only from the Rabbi, the President of the congregation, the VP of Facilities, the Director of Education with respect to the Religious School and preschool, or a person duly authorized and designated by those persons.
9. All persons, organizations, committees or other groups, including auxiliary associations and activity units of these congregations, to whom the Synagogue Administrator and/or VP of Facilities has granted the use of any of the facilities of the building or grounds, shall use only the area, room or rooms and/or facilities assigned to their use, in each instance, and shall comply with all rules and regulations as herein set forth insofar as the same may be applicable, and in accordance with any applicable contract between the parties.
10. No agreement by any officer or representative of the congregation shall be binding unless made in writing as part of a contract approved by the Executive Board.

RITUAL OBSERVANCE

1. Our Rabbi is the *mara d'atra* of GLT, and is charged with setting halakhic standards and issuing rulings for all questions of Jewish law that arise. This includes determining and communicating the ritual policies of the synagogue. If at any point you have a question about these or any other ritual policies please ask the Rabbi.
2. Before entering any part of the building, men and boys are expected to cover their heads with a kippah. During applicable religious services men are also respectfully requested to wear a tallit when appropriate.
3. Geshet L'Torah is a fully egalitarian conservative congregation, and women are encouraged to participate in all aspects of services including leading services, being called to the Torah and reading Torah and Haftorah. Women are expected to wear a head covering if called to the bima, and are respectfully requested to also wear a tallit if called for an aliyah.
4. All persons including children are expected to dress in a dignified manner during all religious services and associated functions, and as appropriate to the occasion.
5. Please refrain from the use of any electronic devices (cell phones, pagers, cameras, video recorders, etc.) in the building and on synagogue grounds on Shabbat or Yom Tov. There is no photography or video recording in the building or on synagogue grounds on Shabbat or Yom Tov. Photography for events must take place before or after Shabbat or Yom Tov and must be arranged through the congregation office. If you have questions concerning the possibility of arranging for a copy of the video security surveillance tape of a service on Shabbat or Yom Tov, please contact the office.
6. No business meetings, rehearsals or functions other than those of an appropriate spiritual or educational nature (including their associated and appropriate Kiddush, Oneg, Luncheon or other similar meal) shall be held in the building on the Sabbath, holidays, festivals, High Holy Days, or on days of religious festivities.
7. Use of the kitchen and all matters associated with food and beverages in the synagogue must be in

accordance with the Kashrut Policy which is incorporated in this policy by reference. Please see the GLT Kashrut Policy at www.gltorah.org, or request a copy from the Synagogue Administrator, the VP of Ritual or the Rabbi.

8. Clergy other than those directly associated with the congregation shall be permitted to officiate at religious ceremonies in the synagogue building only upon the express invitation of the Rabbi.

BUILDING SECURITY AND SAFETY

Security is a high priority at Geshher L' Torah and requires the cooperation of all congregants, guests, instructors, school and camp participants.

1. Exterior doors should remain closed, and preferably locked to ensure the safety and security of the premises. All main doors are equipped with "crash bars" for easy egress in the event of an emergency.
2. Key distribution will be limited to those with direct responsibility for opening and closing buildings, to include school administration, camp administration, board members and staff as needed.
3. Parking lot safety is the responsibility of all congregants and school participants. Please drive slowly and obey directional signs that allow for consistent traffic flow. If overflow parking is required for an event, the Synagogue Administrator, VP of Facilities or Congregational Board should be contacted for further information on this matter.
4. Pre-school and Religious school attendees will participate in required fire and evacuation drills consistent with safety practices.
5. In the event the congregation determines that security guard(s) is (are) required, this service will be arranged by the Synagogue Administrator or VP of Facilities and billed to you at current market cost per hour with a three (3) hour minimum per guard.
6. Firearms are not permitted on GLT property with the exception of the following individuals: Duly authorized law enforcement & Military personnel while in the line of duty; GLT hired security personnel; Security personnel of visiting dignitaries; For educational purposes (i.e. Safety, self-defense or similar program); Individuals that meet the requirements of Georgia Code O.C.G.A. 16-11-129; additional individuals as deemed necessary for GLT security and with permission by the VP of Facilities and/or the Congregational Board. These exceptions implement the notifications under Georgia Code O.C.G.A. 16-11-127 and comply with law enforcement exemptions under Georgia Code O.C.G.A. 16-11-130.

RENTAL OF FACILITIES

1. Rental of facilities must be made through the synagogue office as outlined in the Use of Facilities Agreement. A written copy of this agreement may be obtained upon request from the synagogue office.
2. Priority Use: Congregation Geshher L'Torah is used for worship, education, life-cycle and holiday celebrations, community service and social activities. With the exception of pre-scheduled congregational events, members whose children are celebrating Bar/Bat Mitzvahs have priority to reserve and use GLT facilities for the day and evening of the Bar/Bat Mitzvah. This priority is in effect until six months prior to the date of the Bar/Bat Mitzvah. At that time the family must provide a deposit to use the facility as outlined in the Use of Facilities Agreement in order to secure the date. If a deposit is not provided at that time, the date becomes available for others to reserve the facilities. All other member functions will be scheduled, subject to availability, in the order they are confirmed.
3. Only the clergy of GLT are permitted to conduct religious ceremonies on the premises of GLT, without the prior consent of the clergy of GLT; which approval will not be unreasonably withheld. All life-cycle events are to be scheduled through the GLT office.