

Policies & Guidelines

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Decorations

Decorations Policy Rules and Regulations

This policy applies to FSP Rooms only.

- Times for delivery, set up, and removal of decorations are subject to the discretion of the Events Manager and must be scheduled in advance.
 - Most events will have set up and clean up time included in the reservation.
- All decorations and all indoor and outdoor directional signage must be removed by the user immediately following the event, unless otherwise approved. Events that have not removed all items by the closing time of the facility may be assessed the Extended Rental Fee (Individual/Group Renters only).
- FSP must approve the location of special decorations, banners, or signs.
- Facility signage may not be covered or otherwise obstructed.
- Tape, nails, tacks, & staples are not permitted for affixing any decorations or signs to ceilings, walls, doors, windows, or columns.
 - 3M Scotch –Blue Painter's Tape for Multi-Surfaces #2090 is the only tape permissible for use in FSP Rooms.
 - 3M Command Adhesive Utility Hooks (or equivalent) are permissible for use on wood surfaces only, with FSP approval.
 - Magnets are permissible for the hanging of very light decorations from ceiling grids. All items must be approved in advance.
- Adhesive-backed decals or similar items are not permitted.
- Double-sided tape is not permitted to be used to affix linens to tables.
- The use of glitter and/or confetti is not permitted.
- Open flames and the burning of any material, including incense, is not permitted.
 - The use of candles must receive advance approval from FSP and meet Fire Code regulations.
 - All decorations must be flame-retardant.
- The use of FSP electric lifts is not permitted except for approved event/party planners with a COI on file with FSP.
- FSP ladders may be made available to users.

***Cleanup for any non-permitted items, or items that have been not removed from the facility, may be charged to the User at the prevailing maintenance/custodial hourly rate.**

Kashrut

Kashrut Policy Rules & Regulations

This policy will be strictly upheld throughout the Shalom Park campus, both indoors & outdoors.

For all Park events having food, the appropriate Agency Personnel are required to submit the proposed menu in advance to the Events & Communications Manager for approval.

The Basics

- Dairy (milk) and meat products are **not permitted** to be eaten together.
- Pork products (including, but not limited to bacon, ham, and lard) are **not permitted**.
- Shellfish (including, but not limited to shrimp, lobster, and crab) and scavenger fish are **not permitted**.
- Only **kosher-certified** meats are permitted in the facility (this includes, but is not limited to beef, poultry, veal, and lamb).
- Milk and cheeses do not require kosher certification.
 - **If coffee is served with a meat meal, a pareve creamer must be used.**
Please note that all “non-dairy” creamers are NOT pareve.
- Eggs are considered to be pareve (neutral – neither dairy nor meat).
 - Eggs can be eaten with either meat or dairy meals.
 - Eggs do not require kosher certification.
- Fish must have fins and scales.
- Fish is considered pareve (neutral – neither dairy nor meat).
 - Fish does not require kosher certification.
- Plain fruits and vegetables are considered pareve (neutral – neither dairy nor meat)
 - Plain fruits and vegetables may be eaten with either meat or dairy meals.
 - Plain fruits and vegetables do not require kosher certification.

Paper products, plastic products, disposable aluminum, or glassware must be used. The Events Manager must approve all other types of dishware, glassware, or flatware.

Use of FSP Kitchens

- Foundation kitchens may only be used by caterers that are on the Foundation of Shalom Park Approved Caterer List.
- All Caterers using the FSP kitchens must have ServSafe Certification on file: at least one member of the catering staff with ServSafe Certification must be in the kitchen at all times.
- All dishes cooked and/or prepared in the Gorelick Hall kitchens or Lerner Center kitchens may be served in any of the Foundation of Shalom Park reception halls and meeting rooms.
- All items must be inspected and approved by the Events Manager prior to being permitted into the Foundation kitchens.
- For Gorelick Hall Kitchen Only - All food and ingredients must be in their original, unopened package bearing a recognized kosher certification symbol (Hechsher), with the following exceptions: Milk, cheese, eggs, fish, plain fruits, and plain vegetables.
- Only Foundation (or disposable) cookware and cooking and serving utensils may be used in Foundation kitchens. The Events & Communications Manager must approve all other types of cookware and cooking and serving utensils.

Prepared Foods brought in from an outside kitchen/caterer/restaurant

- Hot and cold **dairy** and **pareve** (neutral – neither dairy nor meat) foods and baked goods prepared in an outside kitchen may be brought in **directly** to Foundation of Shalom Park reception halls and meeting rooms only.
- Prepared foods brought in from an outside kitchen are not permitted in the **Gorelick Hall Kitchen**, with the following exceptions:
 - Any foods prepared (dairy, meat, or pareve) in the **Temple Israel kitchen** may be brought in to the appropriate Foundation kitchen or any Foundation room.
 - Any foods prepared (dairy, meat, or pareve) in the **Kosher Charlotte / Charlotte Jewish Day School (CJDS) kitchen** may be brought in to the appropriate Foundation kitchen or any Foundation room.
 - Caterers on the FSP Approved Caterer List are permitted to bring in dairy and/or pareve foods cooked and/or prepared offsite into the Lerner Kitchen. These caterers may use the dairy refrigerator, freezer, prep tables (covered with butcher block paper), dairy sink, and dishwasher. These caterers may NOT use either the microwave or the warming unit.
 - It is requested that disposable pans be used.

Supervision of Kashrut

- The Foundation reserves the right to require a **Kitchen Supervisor** be on duty for events that request the use of the kitchen(s). The user shall pay the cost of such services. The Kitchen Supervisor must be on duty throughout the entire event, from vendor load-ins until the caterers, agency staff, or volunteers leave the premises.
- The Foundation reserves the right to require a **Food & Beverage Supervisor** be on duty for events in which foods prepared in an outside kitchen are being brought in directly to a Foundation reception hall or meeting room. The user shall pay the cost of such services. The Food & Beverage Supervisor must be on duty throughout the entire event, from vendor load-ins until the caterers, agency staff, or volunteers leave the premises.

Additional Requirements

- When finished, all food and beverages must be removed from the kitchen, refrigerators, and freezers.
- The kitchen(s) must be cleaned in accordance with the **Foundation of Shalom Park Kitchen Cleaning Policy**.
- The user will be held liable should any equipment be lost, stolen, misplaced, or damaged.
- The Foundation reserves the right to apply any security deposit to offset any charges for additional cleanup or for any damage resulting from facility rentals.

Alcohol Beverage Policy

Alcoholic Beverage Policy Rules & Regulations

- This Alcoholic Beverage Policy shall apply to all FSP Buildings.
- **All drinks must be served by a licensed bartender.**
- **The individual, group, or agency running the event shall be responsible for ensuring that any and all areas serving and/or storing alcohol are attended by adult supervision at all times. All vendors, participants, and guests must be in compliance with NC ABC regulations and any and all State and local laws.**
- **In the event that any inebriated guests are detected, Security Personnel may detain them until a designated driver has been found, or taxi called, to transport them to their destination.**
- **Excessive noise or other disruptive behavior is prohibited. Security Personnel may remove any person(s) believed to be disrupting or obstructing the proper operation and management of the facility.**
- The North Carolina Alcoholic Beverage Control Commission requires that a permit be obtained if an individual, group, or agency plans to:
 - **SERVE** mixed drinks (spirituous liquor) for an event at the facility.
 - **SELL** beer (malt beverages), wine (fortified and unfortified), or mixed drinks (spirituous liquor) for an event at the facility.
 - *The individual, group, or agency running the event shall be responsible for obtaining the permit, and for any fees charged for the permit. **This permit must be on display in a prominent place during such said event.**
 - *Wine used for sacramental purposes, such as for Shabbat and Kiddush, are exempt, and a permit is not required.

TYPES OF PERMITS:

- **LIMITED SPECIAL OCCASION PERMIT** - This type of permit authorizes the permittee to bring **spirituous liquor** onto the premises with the permission of the owner of the property, and to **SERVE** those alcoholic beverages to the permittee's guests at a **reception, wedding party, party, or other special occasion being held there.** The fee for this permit is \$50.00.
- **SPECIAL ONE-TIME PERMIT** - This type of permit is issued to tax-exempt non-profit or political organizations for fundraising events. In one instance, this permit may be issued to a **nonprofit organization** to allow the **RETAIL SALE** of **malt beverages, unfortified wine, or fortified wine**, at a single fundraising event of that organization. In another instance, this permit may be issued to a **nonprofit organization or a political organization** to **SERVE** wine, malt beverages, and spirituous liquor at a **ticketed event** held to allow the organization to raise funds. The fee for this permit is \$50.00.

- **MIXED BEVERAGES CATERING PERMIT** - This type of permit authorizes a **hotel or restaurant** that has a mixed beverages permit to bring **spirituous liquor** onto the premises where the hotel or restaurant is catering food for an event, and to **SERVE** the liquor to guests at the event.
- **ANNUAL PERMITS** - Agencies may have the option of obtaining annual permits for malt beverages, wine, and mixed beverages. Fees for annual permits vary depending on the type or types of permit(s) obtained.

Recommendations and Guidelines

- Your caterer should have a **Mixed Beverages Catering Permit**, and have it on display at the event, it will not be necessary to obtain one of your own.
- If you plan on serving your own drinks, you will need to obtain a **Limited Special Occasion Permit** & hire a **licensed bartender**.
- In either case above, **beer and wine do not require a permit**.
- For a ticketed event, if you plan on serving your own drinks, you will need to obtain a **Special One-Time Permit** & hire a **licensed bartender**.
- For a non-ticketed event with the retail sale of wine and beer, you will need a **Special One-Time Permit**. Mixed drinks will **not** be permitted.

PERMIT SELECTION GUIDELINES			
TYPE OF FUNCTION	SELL OR SERVE	TYPE OF PERMIT	WHAT IS ALLOWED
WEDDING PARTY, B'NAI MITZVAH, RECEPTION, SPECIAL OCCASION	SERVE	NOT REQUIRED	BEER & WINE
WEDDING PARTY, B'NAI MITZVAH, RECEPTION, SPECIAL OCCASION	SERVE	LIMITED SPECIAL OCCASION PERMIT	BEER, WINE & MIXED DRINKS
WEDDING PARTY, B'NAI MITZVAH, RECEPTION, SPECIAL OCCASION	SERVED BY CATERER	MIXED BEVERAGES CATERING PERMIT (OBTAINED BY CATERER)	BEER, WINE & MIXED DRINKS
NON-PROFIT FUNDRAISER	RETAIL SALE	SPECIAL ONE-TIME PERMIT	BEER & WINE
NON-PROFIT FUNDRAISER (TICKETED EVENT)	SERVE	SPECIAL ONE-TIME PERMIT	BEER, WINE & MIXED DRINKS
NON-PROFIT FUNDRAISER (TICKETED EVENT)	SERVED BY CATERER	MIXED BEVERAGES CATERING PERMIT (OBTAINED BY CATERER)	MIXED DRINKS

