



Temple Israel  
Portsmouth, New Hampshire

## MEMBER EVENT RESERVATION – COVID-19 ERA

**All Temple events, indoor and out, must comply with the specifications in the TIP Plan for Reconvening in Person (effective 8-15-2020).**

**This form is submitted to the temple administrator and reviewed by the Reimagining Committee for approval and recommendations.**

Complete this form when planning **any temple** event held under Covid-19 restrictions (up to and including level “green”):

Event title: \_\_\_\_\_

Event sponsor (committee or group, i.e. Brotherhood, Sisterhood, Ritual, etc.):

\_\_\_\_\_

Lead Event coordinator: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

### The Lead Event Coordinator takes responsibility for:

- managing RSVPs to limit attendance (conforming with TIP and/or venue restrictions)
- collecting contact information of attendees
- taking attendance at the event and submitting the completed list to the temple office
- ensuring on-site attendee compliance with mask-wearing and physical distancing rules.

Event date: \_\_\_/\_\_\_/\_\_\_\_.

Event time: Please note that indoor events are limited to a 2-hour time frame, Starting \_\_\_\_\_:\_\_\_\_\_ Ending \_\_\_\_\_:\_\_\_\_\_. (Notify VP House for building use after 10PM)

Event location: \_\_\_\_\_

If inside TIP, choose one \_\_\_ Social Hall \_\_\_ Sanctuary

Proposed attendance (limit is 40 for outside events and 20 for inside events)

\_\_\_\_\_ Members only \_\_\_\_\_ Invited guests \_\_\_\_\_

Security detail? \_\_\_\_\_ (required for **outdoor** events of 25+ attendees and all religious services)

Parking location: \_\_\_\_\_

Is a plan in place for one-way traffic flow and physical distancing? \_\_\_\_\_

Is a Certificate of Insurance or other documentation needed from temple administrator?

If so, please describe: \_\_\_\_\_

Designated Health Safety Monitor: \_\_\_\_\_ (this person reports any compliance issues to the House Committee.)

Equipment/ technology required (use this checklist to make sure you take and return everything needed from the closet in the social hall):

\_\_\_ portable outside audio amplification (upon return to closet, must be plugged in to recharge battery)

\_\_\_ microphones: \_\_\_ handheld and/or \_\_\_ lapel

\_\_\_ music stand

\_\_\_ parking cones

\_\_\_ canopies (13 x 10, 2 available)

\_\_\_ safety vests

\_\_\_ hand sanitizer

\_\_\_ bug spray

\_\_\_ face masks

\_\_\_ signage (safety; directions)

\_\_\_ prayerbook binders

\_\_\_ square card table table (for check-in of attendees)

(NOTE: For public access, assign volunteer to coordinate)

**For indoor events:**

1. All trash should be bagged, tied and placed in the shed in the back-parking lot. Absolutely no trash left in the building. TIP recycles so place cans and bottles in green recycle containers. Cardboard boxes should be flattened and left in the back stair well off the kitchen.
2. All items used for the event (pamphlets, decorations, party décor) must be removed from the Temple.
3. Turn off lights and lock up building. Replace all equipment and connect to charging station. Notify the temple of any problems encountered, emergency contact numbers:  
VP House – 603 498-6594  
Administrative director – 805 630-9248

I, the undersigned, understand all the conditions of use and agree to abide by these rules.

RESERVING PARTY: \_\_\_\_\_ date: \_\_\_\_\_

TEMPLE ISRAEL: \_\_\_\_\_ date: \_\_\_\_\_