

Havurah Shalom
Portland's Reconstructionist Community
www.havurahshalom.org
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Guidelines for Sharing Your Event with Shabbat School

Announce from the bima that the kiddush will end at 2 pm so clean-up may begin. Shabbat School teachers need to have access to the sanctuary and social hall for prep by 2:30 pm.

1. Vacate Classrooms and Library by 1:45 pm (Hebrew classes begin for pre-b'nai students)
2. Clear Moadon of tables and stack the chairs. Close the folding wall. (Moadon is the classroom created with the folding wall in the "Bet Ha Am" - Social Hall). If you have trouble closing the wall, one of the Shabbat School staff should be able to lend you a hand.
3. In the sanctuary, tables should be folded and put back into the storage closets in the sanctuary. One table should be left out. All chairs should be stacked and either put against the walls or back in the storage closets.
4. Caterer(s) need to be finished carting items into the kitchen by 2:30 pm. Clean-up contained strictly to the kitchen may continue beyond that time, but be aware that a class does meet in the foyer. **BE CONSIDERATE, KEEP NOISE TO A MINIMUM!**