

Appendix I



Temple Administrative Guidelines

- Any temple equipment/property should not be taken outside Temple premises by another organization or individual for non-Temple use.
- Food catering expense will not exceed \$6 per head for an event. Any additional cost will need to be reviewed by the President prior to ordering the food and will be borne by the sponsor of the event.
- Any organization holding an event at Temple premises will not solicit donations directly or indirectly from any of the attendees.
- Any youths volunteering at Temple function will ordinarily be issued a certificate of volunteering on request but not any monetary compensation unless approved by the Finance Committee.
- The Temple's insurance policy will not be provided for coverage to any off-site non-Temple programs.
- To maintain punctuality and discipline, non-sponsors of an event may not be able to perform same rituals as performed by the sponsors.
- Booking of the Temple facility for rent will require full rental payment at the time of booking. Temple charges for rental and other services are posted on the website and are not negotiable nor subject to any discount by any member or officer of the Board.
- During any scheduled program in progress, any changes to a published schedule will be authorized by Chairman, President or designated representative/program coordinator in that order as considered necessary.
- Non-trustee member wishing to attend a Board meeting will need to submit a request to the Secretary of the Board. Then, they will meet the appropriate committee to present their issue(s) and the committee will then decide if it is appropriate to escalate the issue to the Board and invite them to the BOT meeting. Upon chairman approval, they may be invited to a BOT meeting to present their concerns for period not exceeding 10-15 minutes. The Board may then discuss the issue afterwards.
- The Treasurer's approval will be required for any overseas purchase of material or items for which the Temple will need to reimburse. Any purchase over \$10,000 will need Board's approval.