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June 9, 2021

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Dear Community Members,

As we are getting closer to pre-COVID life, we are constantly reviewing and assessing the community calendar rules to try and make it fair to all those simchas which were delayed in the past year and still accommodate those that are forthcoming. We ask all community members to please understand that there must be an order of priority for all events and non-conflicting times. To get access to the calendar and for any reservations, please be sure to **email calendar@umjca.org so your request is documented and timestamped.**

Please remember that events in our various community buildings must be reserved separately in the respective building office. We wish everyone the best for their smachot and hope to always be able to share in each other's happy occasions.

1. **Priority order for events**

- a. Weddings (1 year or less in advance). Must be engaged to reserve.
- b. Bar and Bat Mitzvahs (3 months or less in advance) for party
- c. Bridal Showers and Hanabandon (2 months in advance)

2. **Weddings**

Reservations can be made one year in advance. If second alternative date is also requested, your final choice must be decided within a month of the original request or within two weeks of another family requesting either date for an event (whichever comes first).

3. **Bar and Bat Mitzvahs**

Tefillin morning celebration (one date only) – 1 year in advance

Evening parties – Reservation can be made (one date only) within 3 months of the event. We are not responsible for any deposit given or invitations printed before 3 months of the date.

4. **Bridal Showers and Hanabandons**

Reservations are only accepted within two months of the date of the event. Any event scheduled on a wedding day, out of respect to the bride and groom, has to end no later than 4PM. If there is no wedding scheduled for a Sunday, two Bridal Showers will be scheduled at 12pm and 3pm respectively. Otherwise, only one Bridal Shower will be scheduled at 12pm.

Thank you.

Sincerely, UMJCA Central Board