

TOURO SYNAGOGUE (TS) TOURS POLICY

Article I: Purpose and Applicability

The TS Board (TSB) adopts this policy to establish guidelines for tours of our historic facility.

Article II: Background

TS welcomes visitors free-of-charge to our historic building, which at all times serves as a house of worship for its thriving and active congregation. Due primarily to security concerns, the TSB adopts this policy to manage the tour process.

Article III: Policy Approval

This policy and any amendments to it require approval of the TSB.

Article IV: Information and Procedures

1. Policy Implementation

- a. The TSB Executive Committee is responsible for the implementation of this policy.
- b. The TSB Executive Committee may, in its discretion, authorize tours that do not comply with this policy.
- c. The TSB Executive Committee may delegate its authority to authorize tours that do not comply with this policy to a 3-member ad hoc Tour Subcommittee comprised of TSB members and appointed by the TSB President.

2. Guidelines and Procedures

- a. Generally, tours are only available Monday through Friday and by appointment only. At least 24-hour advance notice is preferred.
- b. Tours will not be scheduled during Jewish holidays and TS special events.
- c. Tour dates and times must be pre-arranged through the TS office. Tour requests that have not been prearranged will be politely declined, unless authorized by TS Clergy, TS Executive Director or the TSB Executive Committee/Tour Subcommittee.
- d. Previously scheduled tours may be canceled at any time due to safety or security concerns, at the discretion of TS Clergy, TS Executive Director, or the TSB Executive Committee/Tour Subcommittee.

- e. Additional security measures may apply at the discretion of TS Clergy, TS staff, TS Executive Director, TS docents, or the TS Executive Committee/Tour Subcommittee.
- f. Tours are generally led by specially trained TS docents. The TS office will forward tour requests from Designated Groups and Individuals to TS docents for scheduling.
- g. Licensed/credentialed tour guides who are familiar with and agree to comply with the terms and conditions of this policy may also lead TS tours for Designated Groups / Individuals.
- h. Tours will generally begin in the St. Charles Avenue vestibule area.
- i. Tours are conducted free of charge. Contributions are accepted. Monies donated to TS after a guided tour will be placed in the History Exhibition Fund, consistent with the TS History Exhibition Policy.
- j. This Policy is available on the TS website.

3. Designated Tour Groups / Individuals

- a. Tours are available for the following groups and individuals:
 - 1. School groups
 - 2. Groups and individuals sponsored by and personally known to a TS Congregational Member in Good Standing; and
 - 3. Groups and individuals whose authorized synagogue or house of worship representative has contacted the TS office and requested a tour.
- b. Tour requests by or on behalf of groups and individuals not specifically enumerated above may be authorized in the sole discretion of TS Clergy, TS Executive Director or the TSB Executive Committee/Tour Subcommittee.