



APPLICATION FOR A SEAT
Complete one form per seat request

Your details		<input type="checkbox"/> Member <input type="checkbox"/> Non-member (you need to become a member before you can apply for a seat)	
Surname	Given Names		
Address	Suburb	Postcode	
Phone (H)	Mobile	Phone (B)	Fax
Email	*Mark your preferred seat area on the chart overleaf		
<i>I would like my name placed on the waiting list for a permanent seat in the synagogue.</i>		Signature	

* Seat prices vary with the seats closest to the Rabbi and the *bimah* being the most expensive. Prices include membership. Male seat prices can vary from more than \$500 (along the wall) to over \$900 (in the front row). Female seat prices can vary from more than \$250 (along the upstairs rear wall) to over \$600 (in the front row). Seats are renewed on April 1st each year. Seats booked from Oct-Dec attract a 50% discount, from Jan-Mar are free. The Treasurer will entertain applications for fee reductions in the case of financial hardship.

We welcome applications for seats in our Shule. We are aware of the frustrations that people may have in getting a seat in our Shule due to our limited space. While we are thrilled when all seats are taken, we are also troubled when people find the process so frustrating. We will endeavor to make the process as easy as possible while being aware of limited seats and the need to follow the Shule's Laws and Seat Allocation Policy.

The following rules, applied according to our open & fair policies, will help you understand the process:

1. Only persons enrolled as Members or Subscribers of the Congregation may be listed as the occupant of a seat. If you are not a member, please ask us for a membership application form.
2. Only persons so enrolled shall be entitled to pay the annual rental for seat(s).
3. Any such person may pay the rental for more than one seat.
4. Each such person can only occupy one seat i.e. there must be a unique name on each individual seat.
5. Member requests for a seat allocation, change or disposal must be made in writing to the Shule office either by the seat occupier or, in the case of the death of a seat-holder, by the family.
6. When a seat becomes available, based upon notification in writing (point 5), it will be offered to a person who was already on a waiting list **at the time the vacant seat became available**, in the following order of priority:
 - a. Direct relatives (parents, children, siblings, grandchildren) of the previous seat holder; or
 - b. Direct relatives of the neighbours to the right or the left of the vacant seat; of
 - c. To persons on the seat change list; or
 - d. To persons on the seat waiting list commencing at the top of the list until the seat is allocated.
7. The seat waiting list can only be comprised of persons enrolled as Adult or Junior Members or subscribers of the Congregation, who are not currently occupying a seat and who are paying the relevant fees.
8. When a person refuses the offer of a seat, a notification is made on the waiting or change lists.
9. Should a person refuse 3 offers of a seat for other than financial reasons, their name is removed from the waiting list.
10. The Treasurer, or his/her delegated proxy, makes the final decision on any request for seat allocation or change.

Next steps

1. **If you are not yet a member, complete a membership application form.**
2. **Complete this form** and return it to the office.
3. Once you are notified of an offer, **please respond to that offer in writing as soon as possible.**
4. Once you accept the offer, an invoice for the agreed amount will be raised and sent to you.

For Office Use Only

Date Application received _____ Seat being offered _____ Accepted Declined

