

RENTAL POLICY for Short Term Use
727 New York Street Meetinghouse
Goshen, IN 46526 574-534-4190

We recognize our building to be an asset to our church community and to the community at large, and we believe that good stewardship allows us to maintain this asset for community wide use.

This policy applies to short term use of the meetinghouse. Congregational discernment and approval are required for long term or more permanent rental where renters both (1) require a large amount of space and permanent storage and (2) are not obviously connected to the life and mission of Assembly. Leadership group will process such requests prior to taking them to the congregation.

All rentals will be handled through the Assembly Mennonite Church office (534-4190).

The Assembly Mennonite Congregation will permit its Meetinghouse to be used by:

1. Current members and participants of Assembly and Faith Mennonite Church for activities related to the mission of AMC (this can include: church functions, weddings, graduation open houses, baby showers hosted by small groups, funerals). There is no charge for these events, though they must be scheduled through the church office. No rental form or waiver needs to be filled out.
2. Current members and participants of Assembly and Faith Mennonite Church for wider community events in which the participant is the host and the event is not a source of income for the participant (this can include: board meetings, music rehearsal, neighborhood events, Interplay). Fundraising activities hosted by an individual, not an organization, are included in this category. Fundraisers must be approved by the pastoral team and Leadership group. There is no charge for these events, though they should be scheduled through the church office. A rental form and waiver must be filled out.
3. Current members and participants of Assembly and Faith Mennonite Church for activities not related to the functioning of their missions as long as such activities are not contrary to the mission of AMC (this can include: family reunions, birthday parties). There is a \$25 fee charged for these private events. A rental form and waiver must be filled out.
4. Current members and participants of Assembly and Faith Mennonite Churches may use a portion of the building for income generating activities (this can include: therapy, spiritual direction, recital concerts). A square foot based daily fee is charged for this type of use. A rental form and waiver must be filled out.
5. Allied organizations (those financially supported by Assembly or closely related to the mission of Assembly) may use the space on a one time or short-term rental. A square foot based daily fee is charged for this type of use. A rental form and waiver must be filled out.
6. We do not rent our space for weddings or funerals to those not connected to Assembly or Faith Mennonite churches.

Guidelines for Use

1. Interpretation of these guidelines is the responsibility of the Leadership Group or its designee.
2. AMC does not accept responsibility for approving or supervising activities in its facilities other than those activities planned for the congregation.
3. The use of tobacco is prohibited in the facility and on the property. The use of alcohol is prohibited unless expressly approved by the Leadership Group.
4. Scheduling will be handled by the Administrator, in consultation, if necessary, with the Pastoral team. Priority for scheduling is given to activities related to the mission of AMC; funerals take precedence.
5. Building users may apply for a subsidy to cover the usage cost provided the request is submitted a minimum of 2 months prior to the rental date. Decision will be made by Leadership Group.
6. All groups using the meetinghouse are expected to set up their space as needed and leave the building (as they found it) ready for the next users. That includes everything outlined in the "Clean-up expectations for renting meetinghouse" document. Our custodial clean-up services can be hired for an additional fee of \$20/hour if the cleaning is to take place between 8am-10pm (\$50/hour if cleaning is needed 10pm-8am). Arrangements to hire custodial clean-up services will be made through the church office (534-4190).
7. All groups with over 75 people in attendance must hire Assembly's custodial services to clean up following their event.
8. The use of the sound system can be arranged by contacting the Administrator (534-4190). An additional fee of \$25/hour (minimum \$50) will be charged.

Group/person using Meetinghouse_____

Contact person_____ Phone_____

Address_____

Days/dates requested_____

Times needed_____

Rental fee_____ (Necessary to reserve the date.)

Date/time of key pick-up_____ Key return _____

Other helpful info _____

I am interested in a subsidy (only possible with a minimum of 2 months advance notice).

If above box is checked, please explain why a subsidy is requested, the nature of the event, and how much you would be able to pay:

For office use only

Subsidy granted? __Y __N

Amount of subsidy granted: _____

Rental paid on _____

Key returned on _____

Additional fees charged _____ paid on _____

Square Foot Based Daily Fees

- Worship Space: \$85 / day
- Multipurpose Space: \$65 / day
- Kitchen: \$25 / day
- Small Classroom/Office Space (176 sq ft): \$4.25 / day
- Single Large Classroom Space (272 sq ft): \$6.50 / day