

**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 is 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 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.
9. Should any concerns arise during your time in the building, please contact any of the following three people: pastor Scott Coulter (419-535-2918), administrator Naomi Roots (773-474-3180), or Building committee member Glenn Gilbert (574-333-8095)

**RENTAL FORM**

Group/person using Meetinghouse\_\_\_\_\_

Contact person\_\_\_\_\_ Phone\_\_\_\_\_

Address\_\_\_\_\_

Days/dates requested\_\_\_\_\_

Times needed\_\_\_\_\_

Rental fee\_\_\_\_\_ (Necessary to reserve the date.)

Key code to NW entrance \_\_\_\_\_ (code will be erased following the rental)

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:

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**WAIVER**

I acknowledge the above policies and agree to indemnify and hold harmless Assembly Mennonite Church, all persons connected with Assembly Mennonite Church, its employees, volunteers, or affiliates (collectively, "its representatives") for any injury or loss that occurs during the rental period. I agree to reimburse Assembly Mennonite Church for replacement or repair of any damaged or stolen property. I agree to inform Assembly Mennonite Church within 48 hours of any injury, damage or loss that occurs during the rental period. There will be no charges for the normal failure of any items that may occur during the rental period.

By signing below, I agree to be bound by the entirety of the above rental policies and waiver, and I represent that I am at least 18 years of age.

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**For office use only**

Subsidy granted?  Y  N  
Amount of subsidy granted: \_\_\_\_\_

Rental paid on \_\_\_\_\_

Key Code given to renter \_\_\_\_\_

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