

## **Hyde Park Mennonite Fellowship Building Use Agreement (Revised 2018)**

We believe that our building can be used not only by groups associated with the church but also by individuals and groups beyond those directly involved in the church to promote justice, social tolerance, peace, personal growth and a sense of community. With this in mind, we open our building for use by our own and other groups whenever possible. While we want to encourage the use of the building we also recognize the need for guidelines governing use in order to be a good neighbor in Hyde Park, to protect the furnishings and content of the building so they can be used far into the future, and to assure we comply with the law. With this in mind we ask a contact person for each group using the building to sign below acknowledging that they:

- (1) Meet the general guidelines for building use as defined below.
- (2) Will complete each of the housekeeping items on the attached Building Use Checklist each time the building is used. Completed Building Use Checklists go in the administrator's mailbox at the back of the sanctuary.
- (3) Have provided accurate information about the group and will pay fees (or make donations) for building use as defined below.
- (4) Will return this form to the administrator before the date that the building will be used.

### **General Guidelines for Building Use**

- The building is available for use from 7:00 AM – 10:00 PM on Monday through Saturday. It's available on Sunday from 3:00 PM – 10:00 PM. Other hours are reserved solely for use by Hyde Park Mennonite Fellowship. Any change in times for regularly scheduled meetings must be checked with the pastor or administrator.
- Our objective is for use of the building to be "revenue neutral". Fees for use of the building will cover ongoing maintenance and cleaning. Attenders of Hyde Park Mennonite Fellowship may utilize the facility free of charge. For-profit use of the building is not allowed. ***Church fees are as follows. Per hour: \$20, Per half day (4-7hrs): \$50, Per Day (8+ hrs): \$60. Per week (half days): \$150, Per week (full days): \$300. Use of projector and AV system: \$10 per use. Payment must be made before or at time of event. Checks, cash, and credit cards are accepted. Online payment options are also available.***
- Organizations using the building must promote justice, social tolerance, peace, personal growth and sense of community. More specifically, organizations using the building must be open to all people regardless of race, gender, national origin, ethnicity, religious belief or sexual orientation. It cannot promote violence or promote beliefs or actions that are offensive to attenders at the church. Hyde Park Mennonite Fellowship retains the right to review a group's use of the building at any time or to reject same. Examples of groups whom we would encourage to use the building would be those who work in any of the following areas:
  - Community relationships and community government
  - Peace and justice
  - Environmental stewardship
  - Health maintenance
  - Personal spiritual development
- No smoking or consumption of alcoholic beverages is allowed inside the building or on building grounds, unless special circumstances apply. Any food or drink brought in for your meeting must be consumed downstairs in the building.

- If you arrange access to a building key for your meeting, it must be picked up during business hours. Please call the church at least one week in advance to schedule a time to pick up a key. Key(s) will be issued to an approved representative of the group (see below), and may not be given to any other person, unless approved by the administrator. ***A \$25 key deposit is due at time of pick up, and will be returned when the key is turned in.***
- Hyde Park Mennonite Fellowship is not responsible for lost or stolen articles or injuries occurring in the building or on the property.
- Church groups and groups sponsored by church attenders (or former attenders) have priority in utilizing the church, and other organizations may occasionally have to seek other places for their meetings or share the available space when scheduling conflicts arise.
- Church attenders may need access to various areas in the church (church offices, storage areas, kitchen, etc.) during your meeting. We apologize in advance for any interruption this causes your group.
- The Church Leadership Team will make decisions regarding use of the building for regular ongoing meetings. This may require a meeting of the contact for the group with the Leadership Team.
- The Pastor or administrator may make decisions regarding use of the building for meetings that occur on a single occasion, or may seek counsel from the Leadership Team.

I have read the above guidelines for building use and agree to them. I will serve as the contact person for our group. Our organization meets the criteria listed above, and we agree to adhere to the checklist attached each time we use the building. Further information about our organization is included below. We understand that failure to meet either the guidelines above or to care for the building as defined in the attached checklist may result in denial of building use in the future.

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Name (Printed):* \_\_\_\_\_ *Contact Telephone #:* \_\_\_\_\_

*Contact E-mail Address:* \_\_\_\_\_

*Name and contact info of Representative(s) to be given a key:* \_\_\_\_\_

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*(Note: Only approved representative(s) may have key, unless approved by administrator.)*

*Organization Name:* \_\_\_\_\_

*Organization's Mission:* \_\_\_\_\_

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*Proposed Dates and Times for Building Use:* \_\_\_\_\_

*Agreed Upon Fee/Donation and date of payment for Building Use:* \_\_\_\_\_