

## Church Building Use Policy

Ratified by at the Church Life meeting on September 28, 2016

### EXTERNAL USE (by or for community members)

1. General mission  
The mission of MCS includes being a community church and a focal point for faith-related functions. As such, the MCS building will be made available to outside groups that share the same mission but with the condition that an MCS member is present during that activity.
2. Scheduling  
Priority will be for activities and functions scheduled by church members. It is up to the SHEPHERDS to decided (possibly with review by TRUSTEES) what outside functions can be approved. All scheduled events will be announced at church council and included in minutes.
3. Keys  
A church key holder is required to be present the entire time the event is taking place. This person is responsible to open and close the church for the event. It is not appropriate to loan the key to anyone else.
4. Fees  
MCS will charge a small fee for each event to cover the cost of heating and air conditioning. This fee is set by trustees at \$25 per event of several hours or \$100 for a full day event. This fee is to be paid at the time of booking the event. If any damage occurs, such as holes in the wall, stains on the carpet, broken chairs, etc, the scheduler is responsible to reimburse the church for the damage.
5. Waiver  
Trustees will prepare a document to be signed by the person responsible for each event. This document will outline the fees, responsibility, cleaning, etc.
6. Cleaning  
No change from standard usage. The building will be left in the same or better condition after the event.
7. What might or might not be approved.  
Approved: Sunflower Action, Mothers4Mothers, community meeting regarding justice or peace issues that also affect members.  
Not approved: family gatherings, political events, boy/girl scouts, weddings
8. As above, the empty lot next to the church will be treated in the same manner, however, MCS will not police the neighborhood to determine if someone is using it for unauthorized purposes during the week.
9. This document will be shared with Aposento Alto.
10. Exemptions and waivers to this policy may be discussed by church council.