

## **Building Use at 111 Hillside Ave.**

### **1 Purpose & Principles**

- 1.1 This building is dedicated to the ministry of God through Rochester Mennonite Fellowship (RMF). Any use of the building should be consistent with this.**
- 1.2 It is our desire to have the building used productively all week long, in ways consistent with our values. These include furthering community and fellowship; promoting peace, justice and reconciliation; furthering understanding of faith; and spiritual direction and discipling.**
- 1.3 Building Use Examples**
  - 1.3.1 Examples of appropriate use of this building include worship, informal gatherings, parties, weddings, meditation, workshops.**
  - 1.3.2 Use of the building for a wedding requires a commitment to God and a group of believers as a church.**

### **2 Stewards are appointed by the church (RMF) to oversee the use and maintenance of the building.**

- 2.1 Questions on building use should be directed to the stewards.**
- 2.2 The stewards are responsible for assuring that the building is supplied, clean and in good working order.**
- 2.3 The stewards should be notified of any problems with or damage to the building.**
- 2.4 The stewards will carry out their duties along these principles. They will use their best judgment to implement and clarify these recommendations.**
- 2.5 A list of the stewards is posted in the kitchen.**

### **3 Who can use the building**

- 3.1 Persons who request use of the building should have some connection to the body that meets to worship. Requests should be brought by a member.**
  - 3.1.1 "Outside groups" are those where a majority of those planning the activity are not part of the weekly fellowship.**
  - 3.1.2 This use may be broadened to include like-minded groups not directly connected to RMF.**
- 3.2 Groups with office space in the building may use their offices from 7 AM - 7 PM weekdays, and any other time the facility is not being used for scheduled events.**
  - 3.2.1 Use of other rooms should be requested in advanced to avoid conflicting schedules.**
- 3.3 Members of the church may use the building for meditation, study, and fellowship without prior notice, subject to scheduled events.**

### **4 Schedule**

- 4.1 Sunday Worship and activities of RMF take precedence for use of the building.**
  - 4.1.1 Any use of the building that will affect this use of the building on Sunday needs to be approved by the Leadership Team and the Worship Ministry.**
- 4.2 Requests to use the building will be considered according to priority and the timeliness of the request, according to the judgments of the stewards.**
  - 4.2.1 Guidelines for priorities will be**
    - 4.2.1.1 RMF church activities**
    - 4.2.1.2 New York Mennonite Conference (NYMC) and other denominational**

**activities**

**4.2.1.3 PiRI activities**

**4.2.1.4 Other renters needs/ other requests**

**4.3 A master schedule of building use will be maintained by the administrator and available electronically.**

**5 Rent**

**5.1 RMF members will not be charged for use of the facilities, including for services like weddings, funerals, or other worship services.**

**5.2 Outside renters will be charged \$ 50 per day (\$ 25 for 1-4 hours) for use of the building. Use of the kitchen costs an additional \$20. This rate may be modified by the Stewards.**

**5.2.1 The administrator will execute a short contract with renters.**

**5.2.2 Building use guidelines will be communicated to the renters in advance.**

**5.3 Materials beyond those we have available in this space, like added chairs or tables, need to be arranged for by renters, and remain their responsibility in total.**

**5.4 Gatherings of the NYMC or any Mennonite agency activities will not be charged rent.**

**6 How to place building use requests**

**6.1 Requests for building use should be made either in writing or online to the Administrator.**

**6.2 The Administrator will make a decision and notify the individual who requests the use of the response to their request.**

**6.3 The Administrator or their designee will be present to open the building for use as arranged, and likewise close up the building along with the renter at the end of use.**

**7 General Rules for the use of 111 Hillside Ave.**

**7.1 All users of the building are responsible for clean-up and returning the facility to the state it was prior to use. If property is damaged or destroyed, user is responsible for reporting such to RMF and assuming payment for repairs.**

**7.2 We value our relationships with our neighbors. Care should be taken to respect their property and needs.**

**7.3 Alcohol consumption is not permitted in the building or the property.**

**7.4 Smoking and e-cigarettes are prohibited within 50 feet of any entrance.**

**7.5 The kitchen is for reheating foods, not full meal preparation; it should not be used to fry foods or anything else that would generate smoke.**

**7.6 This building cannot be used as a place of lodging.**

**7.7 Animals are not permitted in the church without special permission, with the exception of service dogs.**

**7.8 The maximum occupancy of the sanctuary is 144 persons.**

**7.9 Use of the building is subject to the laws and regulations of the City, County, State and Federal governments.**

**8 Office Space Rental to Partner Organizations**

**8.1 In order to encourage use of the facility during the week and to support the work of like-minded, non-profit, organizations, the building is designed to accommodate office space for 3 groups.**

**8.2 To maximize cooperation and understanding, and minimize misunderstanding,**

**the stewards will contract with each renter and review this annually.**

**8.3 Partners can expect the use of their rooms from 7AM to 7PM, Monday through Friday.**

**8.3.1 Any exceptions to this need to be arranged in advance.**

**8.3.2 Those using office space can also use the kitchen, provided it is kept clean and any supplies used are replaced.**

**8.4 Partner organizations will be expected to open the building for themselves, secure unused areas while present, and secure their space and the building when they leave.**

**8.5 Groups who are using office space will be charged a nominal fee to help cover utility and maintenance costs.**

**8.5.1 This fee will be negotiated separately with each renter.**

**8.5.2 Communication expenses (e.g. telephone, internet) are not included.**

*Accepted as a working document by the Rochester Area Mennonite Church, 3/16/2007  
Reviewed and revised by Stewards, Rochester Mennonite Fellowship, 12/2017*