

RENTAL POLICY for Short Term Use

Assembly Mennonite Church - 727 New York Street Goshen, IN 46526 - 574-534-4190

(revised 8/15/25 SKC)

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 (see next page). **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 (see next page). **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. **Goshen Montessori Preschool** has sole use of these spaces -- Classrooms 1 & 2, and the Playground -- during hours of preschool operation (**Tues, Wed, Thurs from 8am-4pm** during the school year).
6. The following spaces are shared with Goshen Montessori Preschool, and may be used by preschool staff during hours of preschool operation -- the kitchenette.
7. **During preschool drop-off and pick-up times** (8:15–8:45am, 10:50am-11:10am, 2:00pm-2:40pm, 3:00–3:20pm) please avoid congregating in the Gathering Space or near the Main Entrance (inside or outside of the building), and avoid parking in the Main Parking Lot on the side of the retention pond close to the building.
8. **All external building doors are to remain locked during preschool hours of operation, and may not be propped open.**
9. 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.
10. 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).
11. All groups with over 75 people in attendance must hire custodial services to clean up following their event.
12. 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.
13. 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 Lynn Diener (574-333-4242), or Building committee member Glenn Gilbert (574-333-8095)

Rental Form & Waiver

Please complete the rental form & waiver here:

<https://forms.gle/11vFRuMdEr2oQd7V7>

RENTAL FORM

Group/person using Meetinghouse _____

Contact person _____ Phone _____

Address _____

Days/dates requested _____

Times needed _____

Rental fee _____ (Necessary to reserve the date.)

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:

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: _____

Acknowledgement of Policies for Building Use During Goshen Montessori Preschool Hours (Tues, Wed, Thurs from 8am-4pm during the school year)

Purpose:

Assembly Mennonite Church (AMC) is committed to maintaining a safe, respectful, and secure environment for all building occupants. Goshen Montessori Preschool (GMP) operates within AMC on Tuesdays, Wednesdays, and Thursdays from 8:00 AM to 4:00 PM. During these times, specific safety and space-sharing guidelines must be followed by all other groups or individuals present in the building.

1. Acknowledgment of Preschool Operations.

- You understand that a registered preschool is operating during the time of your event or activity.
- You acknowledge that the areas designated for sole use by the preschool (Classrooms 1 & 2 and the Playground) are off-limits to your group or attendees.
- You acknowledge that areas designated as shared spaces (including all-gender restrooms, gathering space, and kitchenette) may also be used by preschool staff during hours of preschool operation
- You agree to follow positive and safe space-sharing practices during your time in the building.

2. Building Security.

- All exterior doors must remain locked during GMP operating hours.
- Exterior doors may not be propped open for events, gatherings, or deliveries without prior approval from AMC office.
- Interior preschool classroom doors (1 & 2) remain locked and may not be accessed.

3. Safety & Responsibility. The leader/organizer/host of your event agrees to:

- Accept responsibility for the safety and wellbeing of all preschool students while your group is in the building, as outlined in this document.
- Ensure that no weapons or firearms enter the building, in accordance with AMC policy.
- Ensure that no individuals who are legally prohibited from being near schools (including registered sex offenders) are in attendance.
- Make every effort to keep your group within the designated meeting space and avoid congregating near Classrooms Rooms 1 & 2, the Gathering Space, or by the Main Entrance doors during school hours.)
- Have members of your group/attenders of your event enter through the North doors or office keypad entry doors, unless other arrangements have been made with the AMC Office.
- Respect parking restrictions — the east side of the Main Parking Lot (the half of the parking lot on the side of the retention pond closest to the building) is unavailable during preschool drop-off (8:15–8:45am) and pick-ups (10:50am-11:10am, 2:00pm-2:40pm, 3:00–3:20pm).

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 (August 2025)

- Worship Space: \$100/day (all day event); \$50/half day + \$15 for each additional hour
- Multipurpose Space (includes kitchenette*): \$70/day; or: \$35/half day + \$10 each add. hour
- Multipurpose North: \$26/day; \$15/half day
- Multipurpose Combined (with kitchenette*): \$90/day; \$45/half-day+\$14 ea add. hour
- Kitchen: \$26/day
- Gathering Space: \$26/day
- Hallway under skylight: \$13/day
- Classroom 1 (GMP Preschool Room): \$18/day
- Classroom 2 (Nursery/GMP Toddler Room): \$20/day
- Classroom 3 (MYF/JYF Room): \$25/day
- Medium classroom (#4, Children in Worship Room): \$7/day
- Small Classroom/Office Space (#5,6,7,8): \$5/day

** Note: During GMP hours of operation, preschool staff may also use the kitchenette.*

Rate changes approved by Scott Coulter, Pastor of Congregational Life & Hospitality, and AMC Leadership Group – January 2025