

Boulder Mennonite Church

BUILDING POLICIES

We ask your cooperation and support of these policies. The mission of *Boulder Mennonite Church* is to live in the Spirit of *Shalom* (peace, wholeness, harmony) and right relationship as we commonly share this space in the furtherance of our peace-church goals. To that end, tenants are expected to be flexible, sensitive, and cooperative with the needs of other persons using the building in the spirit of shared community.

Please note: at a church building like ours, there will sometimes be noises, irregular meetings/events, maintenance and storage needs, full parking lots, occasional music rehearsal (for example, by pastors or worship leaders), routine cleaning and/or other unforeseen distractions. Not all of these can be predicted or controlled, but our church community strives to be mindful, respectful, and hospitable toward all our building guests. To help minimize such distractions for a quieter environment, BMC recommends that tenants always send their expected schedule to the Church Administrator in advance and consider obtaining moveable 'Please Do No Disturb' standing signs to place visibly around your area entrances/exits during your scheduled activity.

Should any issues or conflicts arise between building users, please first inform the Church Administrator at 303-443-3889 or info@bouldermennonite.org who can help mediate the situation on your behalf.

In general, the following uses of BMC's premises are not permitted:

- The use of the church premises is prohibited in relation to any political party, political candidate, or political initiative.
- The use of the church premises is prohibited by groups whose purpose is inconsistent with the Christian purposes of BMC.
- This building is used as our sacred space. The User may not take down or move any items such as flags, banners, or art objects without the permission of the Board of Trustees. The pulpit, chairs and tables may be moved but **must** be put back in their original places and order.
- Only the rooms of the church specified in this Agreement are to be used by the User. Use of non-authorized rooms will result in an additional charge to the User. Rooms reserved will be used only for the time specified in this Agreement. Use beyond the specified time will result in an additional charge to the User.
- The User may not sub-let the rooms reserved to any other person or entity.
- All children and youth will be supervised at all times by an adult representative of the User.
- Disruptive behavior is prohibited in all church premises and on all church property. This may include removing disruptive individuals from church premises. The responsibility for managing guest behavior rests primarily with the group reserving church facilities and, when applicable, the ministry sponsoring the group.
- The use of candles in the church building or premises is prohibited.
- Animals are prohibited in the building (with the exception of service animals). Office renters who wish that an exception be made, please clear with the administrator.
- No bicycles are permitted in the building.

I. Alcohol Use and Smoking Policy.

Boulder Mennonite Church is an alcohol, smoke, and drug free facility. Rental privileges will be suspended for organizations not adhering to this policy. The only exception to this policy is wine used for communion purposes. Approval must be given for this exception.

II. Room and Building Use. BMC will provide heat, lighting, water, trash removal and maintenance.

- A. All organizations renting office space on a monthly basis have access to the meeting rooms in the building as they are available. Please check with the church administrator if you wish to use one of the meeting rooms.
- B. Short-term or one-time renters of meeting space must reserve space with the church administrator and pay the rent agreed upon in advance.
- C. All renters, including long-term renters, must clean meeting spaces after completion of their events. This includes putting dishes in the dishwasher and starting the washing cycle, wiping/cleaning up tables, straightening cushions, sweeping/vacuuming, putting furniture back in place, neatly arranging chairs, etc. This policy is necessary because custodial services are limited during the week and the next user will appreciate clean and neat spaces. A \$50.00 damage and clean-up deposit will be required for large group activities and fundraisers, especially those involving meals.
- D. Activities involving high noise levels must receive special, prior approval (eg. music, fundraisers, receptions). This is simply to respect the use of the building by others and neighbors.
- E. City regulations and insurance limitations prohibit overnight use of the building, except by special permission. Camping

on all property is prohibited.

- F. The piano in the sanctuary is generally off limits to tenants unless special arrangements have been made with the administrator. The cover must always be on the piano, and items must not be laid on the piano.
- G. Wall hangings and pictures throughout the building must not be removed or taken down, except with permission.
- H. Food or drink is not allowed in the worship area of the sanctuary. Please keep the food and drink in the kitchenette area of the sanctuary.
- I. BMC maintains the right to enter all spaces, including offices, for the purposes of maintenance, repairs and security.
- J. BMC expects Tenants to keep the premises in good condition. Any alterations of interior space must be approved by the church administrator. Please notify the administrator promptly of any problems or needed repairs
- K. BMC expects Tenants to practice responsible energy conservation measures such as turning out lights when not in use, and turning down heat whenever possible.
- L. Tenants are expected to be sensitive to and cooperative with the needs of other persons using the building, leaving common spaces neat and clean after using them.

III. Fundraisers.

- A. Posters, pictures, etc., may not be put on the walls or woodwork. Please use easels, or some method that will not mar the walls.
- B. There will be a deposit of \$50.00 required for fundraisers, which will be returned if the building is left in the shape it was in before the event.
- C. There will be a charge of \$50.00 or 10% of the proceeds from the fundraiser, whichever is less. This charge is to be paid the day after the fundraiser to the church administrator or the pastor.
- D. If the fee has not been paid within three days after the event, the \$50.00 deposit will not be returned.

IV. Lock-up.

The building must be secured when you end your rental and leave the building. This means checking all windows and locking/latching the front, back, and side doors.

VI. Kitchen/Coffee Room Policy.

- A. Kitchen privileges are extended only to organizations who rent office space. All other groups must have special permission and pay for the kitchen use. Organizations that sponsor a group must be present if the kitchen is used. Individuals or groups who do not respect this policy will have kitchen privileges suspended.
- B. When the kitchen is used, all dishes must be put in the dishwasher and the washing cycle started. Trash should be put in the cans provided. If the trash cans are full, please close the bags properly and take out to the trash cart at the side of the building. Place a new trash bag in the can. The trash bags are kept in the cupboard. Those who do not do so will lose kitchen privileges. Please have respect for others who will use the space after you. It is not their responsibility to clean up after you.
- C. If coffee room privileges are granted with renting the sanctuary, food and drink must be kept in the coffee room area and dirty dishes put in the dishwasher, along with starting the washing cycle. Trash should be put in the cans provided. If the trash bag is full, please close properly and take out to the trash cart on the side of the building. Note that the trash cart and paper recycling cart look similar but there is a recycling insignia on the paper recycling cart. Place a new trash bag in the can. The trash bags are kept in the cupboard.

Revision date: 2019-04-27