

1. Purpose of the Policy

The purpose of this policy is to facilitate an effective and efficient utilization of church space resources for on-going projects (90 days or longer) resulting in an environment that supports the mission and the financial well being of the church.

This policy also provides a framework for the regular review of the Church's space needs and use of its physical assets by a team established to review space requests and provide recommendations, and forms a foundation for procedures to be followed in relation to the assignment of space.

2. Guiding Principles

The following principles and operating procedures have been developed to clarify issues relating to the management of the Church's space.

- All space is Church Space; flexibility and joint usage should be highly promoted.
- Space should be used in an efficient manner to further the mission of the Church; through supporting the growth of its members, outreach to the community through established missions, and strengthening of finances.
- Space should be managed and allocated in an impartial and open manner by using the Church's space guidelines as the foundation for any negotiations in determining the allocation of space.
- The mission of the Church is intricate and space allocation decision making cannot be reduced to a "one size fits all" uniform process. Requests for space should be discussed openly and judgment should be based on mission-centered principles.
- The congregation is entitled to an environment which meets compliance with environmental health and safety regulations with regard to space allocation.
- Space assignments will be reviewed annually, and reallocation of space may be made at any time during the year if circumstances warrant.

3. Operating Procedures

- A Space Management Advisory Team (SMAT) will be formed to oversee the allocation of space. The team will consist of a representative from Program Council, Board of Trustees and Building and Grounds. The Office Manager will serve on the team in an ex-officio (non-voting) role. Members of the SMAT may not vote on any space requests initiated by them in order to avoid potential conflicts of interest. The Vice President of the Board of trustees will serve as the third member of the SMAT in such instances.
- Chartered Missions of the church and church administrative needs should be given priority in space allocation. Revenue generating activities and other uses related to the mission of the church are also encouraged. No use which is in conflict with the values of the community will be permitted.
- Outside groups or individuals requesting space are additionally required to complete and comply with the building use agreement and any other policies as may be applicable.
- Prior occupancy of a space by an individual, chartered mission or function is not justification for continued occupancy of the space should the Church have another function of greater priority or better fit for the space.
- Annual evaluation of the function, quantity and quality of existing space assignments shall be performed. These evaluations should be performed with input from the occupying entity of each space, and with consideration of projected needs for the coming year and long range planning.
- All requests for space will be given an impartial review. If a specific space requested is deemed more appropriate for another use, attempts to find a suitable alternative to the requested space will be made by the SMAT. While every effort will be made to accommodate all requests, there is no guarantee that every request will be filled.
- Space request review will include an assessment of impact on finances and other uses and users.
- The SMAT will develop a system to track space allocations.

4. Process

1. An application for space allocation will be filled out and submitted to the Office Manager.
 - a. If the request is for space that is currently being utilized for another function, a concerted effort must be made between all affected parties regarding possible sharing of space or relocation of the existing function prior to the submission of the request.
 - b. Space requests must identify two individuals who will be responsible for serving as contact persons for issues related to the space.
2. The Office Manager will review the request for potential conflicts with the church calendar or other scheduled events including outside rentals.
3. The Office Manager will note any potential conflicts or issues on the request form and will forward the request to the other SMAT members.
4. The SMAT will meet within 14 days of the request to review the request, and conduct a physical inspection of the space requested and alternative spaces being considered.
5. If alterations, repairs or equipment purchase is required to accommodate the need, funding sources and labor needs shall be quantified and identified, and will be a consideration in the SMAT's recommendation.
6. The SMAT will issue a recommendation within 7 days of meeting which can include:
 - Approval as requested.
 - Conditional approval pending completion of necessary cleaning, alterations, repairs or equipment purchase/installation.
 - Alternate space which requesting entity can either accept or decline.
 - Denial of request. Denials will be accompanied by a written reason for the denial.

When a recommendation is determined, the SMAT will discuss the recommendation with the applicant to determine if the recommendation will be acceptable. The SMAT may consider additional information at this time and may alter its recommendation based on this input.

If the recommendation is not acceptable, a request for review of the decision may be made within 10 days of the decision. Review of the decision will be considered if additional significant and relevant information becomes available that had not been considered during the initial and/or subsequent analysis.

Additional information to be considered must be forwarded in writing to the Board of Trustees for final action. The review of decision will be placed on the agenda of the next regularly scheduled meeting provided that the criterion for review is met.

Application for Space

Date of Request- (auto populate)

Names of Contacts (2) and applicable contact information (phone, e-mail)

Description of Space Needed:

Space will be used for: (check all that apply)

Administrative office- how many persons at one time?

Storage

Classroom

Other (describe) _____

Describe how the space use supports the mission of the church and/or its financial position.

Describe any special requirements for this space including proximity to other facilities, handicapped accessibility, phone lines, etc.

When/how often /for how long will the space be needed?

Have you identified a preferred space for this use? Yes___ No___

IF YES:

What space are your requesting?

Drop down list all named spaces

Is the space currently being used for another function? Yes___ No___

IF YES:

Have you discussed your desire to use the space with affected parties? (YOU MUST ATTEMPT TO OBTAIN A MUTUALLY AGREEABLE COMPROMISE BEFORE SUBMITTING THIS APPLICATION)

Yes___ No ___

If you have discussed this with affected parties, please summarize the key points of the discussion. (If an existing use has agreed to relocate, an additional space request must be submitted unless space is being vacated).

Are any alterations, repairs, maintenance, or equipment/furnishings required in order to use the space for the stated purpose?

If yes, please describe. Include cost estimates, labor estimates, including any volunteers available to assist, and what funding is available to support these needs.

Office Manager Review:

Date request received:

Are there any schedule conflicts noted based upon time/day/date of use proposed?

Are any functional conflicts noted based upon location (if a specific space preference is indicated) including adjacent uses?

SMAT Review:

Date of review:

Review of Purpose

How well does the requested usage meet the criteria for supporting the mission of the church and its financial position?

- 4 Both mission and financial position are enhanced by this use
- 3 Either mission or financial position is enhanced by this use
- 2 Either mission or financial position are partially enhanced by this use
- 1 Neither mission nor financial position are enhanced by this use

Spaces considered meeting the requested need:

If another function is being relocated, has a request been received?

Physical review of Space

Are there any obvious fire, health or safety issues noted? If so, please describe.

Note any repairs, alterations, cleaning, equipment or furnishings needed.

Does the space appear to be of adequate size to support the function?

Are there any functional conflicts with adjacent uses?

Are there any aesthetic issues related to the proposed use?

Has this space been designated for another type of function in the master plan?

Initial : VP, BOT _____