**Shared Use Agreement**

Memo of Understanding Between New Hope Church and The Dwelling Place

16800 W. 9th Avenue, Golden, CO 80401

Updated March 25, 2022

Although the scriptures do not specifically address the issues of shared space, they do speak about the importance of collaboration:

*How good and pleasant it is when God’s people live together in unity!* (Psalm 133:1 NIV)*.*

In fact, many of the scriptures we employ to legitimize our modern appeals for financial assistance were purely missional in their original context, not self-serving. Instead of being concerned with the welfare of their own congregations, many of the Early Church’s financial offerings and collaborative efforts were to partner and assist other churches outside of their own context. That is why shared space is such a wonderful opportunity to reflect kingdom thinking about church with a capital “C.”

Being that both New Hope Church and The Dwelling Place are currently district affiliated churches with the property and ministries under the governance and name of the Rocky Mountain Ministry Network, this document shall serve as policy to help both works share the facility and a healthy partnership in reaching Golden for Christ. Any reasonable questions regarding this document shall be interpreted by the current sectional presbyter.

1. **Ownership.** The property is owned and operated by the Rocky Mountain Ministry Network; and no improvements, modifications, renovations, leases, or use agreements with other organizations shall be made without first submitting a proposal and receiving written approval by the Network Presbytery though the Network Superintendent’s office.
2. **Management.** The current lead pastor of New Hope Church will serve as the Network’s agent in managing the property and shall be responsible for the following:
3. Executing use, communication, and agreements in accordance with this document.
4. Serving as the authorized agent and contact person for all utilities and services provided to the building.
5. Maintaining without interruption all building insurances, utilities, and services to the property.

The role and specific responsibilities of the managing agent shall be reviewed annually and determined by the Network Superintendent and shall not be delegated in part or whole without the Superintendent’s prior written consent.

1. **Relationship.** For the sake of clarity, New Hope Church shall be considered the primary user of the facility and The Dwelling Place shall be considered the renter of specified space.
2. **Communication.** The lead pastor of each ministry shall have a monthly Zoom meeting on the same date each month to discuss any and all issues related to shared space and ministry use. Items on the agenda for each meeting shall include:
3. **Clarification.** Current use issues needing clarification and collaboration.
4. **Cleanliness.** The present state of cleanliness and safety of the facility. Each ministry is expected to clean up after themselves and keep their assigned spaces clean, uncluttered, safe, and unimpeded for ministry use.
5. **Decor.** Any changes to shared or designated spaces in the form of decor, ornamentation, painting, furniture, storage, or structure should be discussed in the monthly shared use meeting and approved prior to being done.
6. **Events.** Any events each ministry may have outside of their normal time uses that may affect other users shall be discussed in the monthly meeting before they are scheduled or advertised.
7. **Shared resources.** Prior requests and agreements for the sharing or use of each ministry’s equipment, furniture, or resources.
8. **Maintenance.** Areas of the facility that may need maintenance and/or repairs. No maintenance and/or repairs of a mechanical, electrical, or structural nature shall be bid, contracted, or performed without the prior authorization of the lead pastor of New Hope Church.

Meetings shall be held on the (number) (day) of each month at (time).

1. **Space designations.** The following assignment of designated and shared space will serve to define the ministry space for each ministry:
2. **The Dwelling Place.** As the renter, The Dwelling Place will use the following space as described below:
3. **Designated space.** The Dwelling Place church will be assigned the space currently known as:
4. The bookstore with dimensions of 32'x10' (exclusive and unlimited time use).
5. The open area classroom outside the bookstore with dimensions of 25'x16' (exclusive and unlimited time use).
6. One (1) storage room with dimensions of 12'x12' which opens into the common area (exclusive and unlimited time use).
7. Upstairs storage space in the second building with dimensions of 12'x12' (exclusive and unlimited time use).
8. **Shared space.** The Dwelling Place Church will have access to the following areas of shared space:
9. Bathrooms in the main building (unlimited time use).
10. Basement fellowship hall with dimensions of 56'x22' in the second building on Thursday from 10 am-1 pm and Saturday from 5-8 pm.
11. **Waste management.** The dumpster will be available to The Dwelling Place but shall not be made available to any other person, ministry, or group.
12. **Rent.** The Dwelling Place shall pay a monthly rent of $1,500 due on the first of each month for use of the space mentioned above.

Should The Dwelling Place desire to use any other space on a one-time or temporary basis, they shall seek email approval from the current lead pastor of New Hope Church before making any plans or advertising the event. The Dwelling Place is not permitted to offer any space for use by outside groups or personal activities of church members (birthday, anniversary, or family events) and should refer all requests to the lead pastor of New Hope Church.

1. **New Hope Church.** As the manager, New Hope Church has primary use of all space not mentioned as The Dwelling Place designated spaces above.
2. **Agreements, subleasing, or outside use.** Neither ministry is permitted to offer the facility, parking lot, or grounds for temporary, designated, or permanent use by contract, verbal agreement, or sublease without first submitting a written proposal and gaining written approval by the Network Superintendent.
3. **Ministerial ethics and etiquette.** As Assemblies of God ministers, all ministry leaders shall conduct themselves in a manner consistent with Assemblies of God ministerial ethics, etiquette, and courtesy. These are already required to hold current credentials with the Assemblies of God and shall consist of but not be limited to the following:[[1]](#footnote-1)
4. Speaking critically or disapprovingly of each other or each other’s ministries.
5. Interfering in each other’s ministries without consent.
6. Corresponding with members of the other church.
7. Recruiting each other’s congregants, volunteers, or staff.
8. Accepting disgruntled or departing people into the other’s ministry.

Any amendments to this agreement must be approved by the Network Superintendent. This understanding has been confirmed and signed by the following:

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Gene Roncone Date

Network Superintendent, RMMN

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Sam Scalf Date

Denver North Sectional Presbyter, RMMN

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John Vanden Berg Date

Lead Pastor, New Hope Church

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Stephanie Schureman Date

Lead Pastor, The Dwelling Place

1. The General Council of the Assemblies of God, Constitution and Bylaws, Bylaws, Article IX. Doctrines and Practices Disapproved, Section 8. Violations of Ministerial Courtesy, Revised August 7–11, 2017, Anaheim, California, p. 171. [↑](#footnote-ref-1)