Church/ School shared space agreement

Having a shared space is challenging, but it is possible. CLC and LCA have been sharing a building for over 20 years. Communication is the most important aspect to successfully sharing a space. Weekly staff meetings, with representatives from both organizations, are vital to catching problems before they arise. A shared calendar is used by the church and the school.

It is imperative that staff, and volunteers, from the church and school understand that our building is shared. New teachers and new students are introduced to the church, and church staff, at the beginning of the school year. The mission of LCA is talked about regularly in church services, in new members classes, and at the annual business meeting. LCA is a ministry of Christian Life Center, we are a church first and a school second.

Defining spaces as shared, church, or school determines how a room is used, and how it needs to be scheduled.

**Shared spaces**

*Shared spaces: Gym/ sanctuary, Main foyer, Parking lots, Children’s center*

Shared spaces belong equally to the church and the school. Changes to these spaces are discussed between representatives from both organizations. Cost for upkeep, equipment, construction, and décor are split evenly.

 1- All events, even regular weekly events, must be in the shared calendar. Never assume that your space is available if it is not on the calendar

 2- These spaces are for both school and church use; changes to these space must be discussed ahead of time.

 3- Communication about these spaces is one of the most important aspects of maintaining a good working relationship.

 4- Flexibility in these spaces are very important. Sometimes unforeseen circumstances require last minute changes (i.e., funerals). In the case of a schedule change, everyone will be informed, and an additional scheduling meeting might be needed.

5- The senior pastor of the church has final say over shared spaces.

**Church Spaces**

*Primary church spaces: Stage, Children’s Center classrooms, Church Kitchen, offices, food pantry*

Primary Church spaces belong to the church and must be requested, and approved, for use by the school.

 1- The church will decorate and maintain these spaces.

 2- Cost of improvements will be paid for by the church. Changed can be made at the discretion of the church, but communication with the school is still important.

 3- Church events take precedence in these spaces.

 4- School use must be scheduled in advance and approved, and then added to the shared calendar.

 5- If the school is using these spaces, they will bring in their own supplies, oversee their own set up, and clean up. Rooms should be returned to their original condition after use.

**School Spaces**

*Primary School Spaces: Classrooms, International Kitchen, Portables, Hallways, football field, weight room, training room, vehicles*

Primary school spaces belong to the school. The church will still be able to use these rooms outside of school hours, but the church is responsible for scheduling these rooms and communicating with the school about their use.

 1- Classrooms, athletic areas and the international kitchen will be primarily for school use. All furniture, decorations and supplies will belong to the school. Changes to these rooms are at the discretion of the school, but communication with the church is still important.

 2- If classrooms will be used by the church, then it is the church’s responsibility to communicate directly with teachers. Request such as clearing off of desks need to be communicated ahead of time. Permission for the church to use any room on Sunday’s is not required, but communication with the teachers is appreciated.

 3- If the church is using these spaces, they will bring in their own supplies, oversee their own set up and cleanup, and leave the classroom/ kitchen in the same condition it was in.