

Building Use Coordinator Job Description

The Building Use Coordinator:

1. Follows the Building Use Policy in renting space.
2. Responds to inquiries about the use of space.
3. Arranges for orientation to the building.
4. Obtains a signed Rental Agreement with Waiver/Release, Building Rules and Expectations and Approved Chemicals List attached.
 - a. Collects rent for single use agreements.
 - b. Establishes payment schedule for annual agreements.
 - c. Confirms rent receipts from Quickbooks reports.
 - d. Maintains a digital copy of all Rental Agreements.
 - e. Tracks when Rental Agreements are to be renewed.
 - f. Maintains a list of regular users with contact information.
 - g. Maintains a digital calendar of events in the Meetinghouse, noting the date, time, and specific space to be used.
 - h. Provides these electronic files to the Building and Grounds and Finance Committees.
 - i. Posts a paper calendar weekly at the Meetinghouse.
5. Arranges for access to the building.
6. Consults with the Building and Grounds Committee if uncertain about appropriate usage, access or fees.
7. Coordinates building use as necessary with the New Horizons preschool.
8. Attends meetings of the Building and Grounds Committee quarterly to review building use and clarify or modify policies.

Related documents:

- Building Use Policy
- Rental Agreement, Waiver/Release, Building Rules and Expectations and Approved Chemicals List

Approved by Business Meeting - 2/9/2020