



# SAMPLE CHURCH-RENTAL RUBRIC

**This sample has been adapted from a rubric developed by a church in an urban setting.**

This **rental rubric** is designed to help assess potential space users in the building of St. Andrew’s Lutheran Church. The assessor should evaluate (1) what aspects of the St. Andrew’s mission are being met by the potential space user, (2) the financial goals for building rentals and (3) other considerations. The goal of this space use rubric is to guide conversation, not act as a set formula, and the rubric should be reevaluated and amended as needed.

## Mission Goals

As staff consider space use requests, the first set of questions they should pose to the potential user is how the proposed rental corresponds with the St. Andrew’s mission. Potential space users may support one or more aspects of the church’s mission as outlined below:

<b>Worship</b>	Contributing to the congregation and worship service of St. Andrew’s.
<b>Service</b>	Community-focused, providing a tangible benefit or meeting a specific need.
<b>Love</b>	Living out our aspiration to extend God’s kindness, compassion and joy beyond our walls.
<b>Justice</b>	Serving to elevate marginalized voices and promote equality, diversity and inclusion.

## Examples:

### Worship —

Contributing to the congregation and worship service of St. Andrew’s.

- Religious music or performances
- Weddings and funerals

### Service —

Community-focused, providing a tangible benefit or meeting a specific need.

- Kenwood Refugee Project
- Educational services (for teens, older adults, etc.)
- 12-step groups (Alcoholics Anonymous, Narcotics Anonymous, etc.)

### Love —

Living out our aspiration to extend God’s kindness, compassion and joy beyond our walls.

- Lyric Opera concerts
- Suzuki Academy

### Justice —

Serving to elevate marginalized voices and promote equality, diversity and inclusion.

- Organizations serving or led by people of color
- Local civic engagement events (e.g., annual voter registration drive)

## Financial Goals

The financial goal for sharing our space is to cover 60% of our annual building and maintenance budget of \$110,000; **our goal is to gain \$66,000 in revenue.**

Below is a projection for the distribution of rental income based on our financial goals. These categories and numbers should be reviewed and adjusted as needed to ensure that the St. Andrew’s mission remains our primary focus. These projections were made based on several factors, including the stability of long-term rental income, the relatively high possibility of high-income rentals and the assumed possibility of increased one-off events.

### Categories of space users and recommended distribution:

<b>Long-term Partners</b>	Providing sustained, regular rental income; <b>50% (\$33,000).</b>
<b>High-income Rentals/Events</b>	Events that provide significant, high levels of income; <b>12% (\$7,920).</b>
<b>One-off Events</b>	One-time events outside other specific categories (weddings, parties, performances); <b>30% (\$19,800).</b>
<b>Membership Rentals</b>	Rental by St. Andrew’s members (receiving a standard discount to be agreed upon by council or the administrator); <b>3% (\$1,980).</b>
<b>Discounted</b>	Rentals that further our mission but are not financially sustainable for the user, who therefore is charged a lower-than-standard rate; <b>5% (\$3,300).</b> Considerations for qualifying for the discounted rate include: <ul style="list-style-type: none"> <li>• Renter nonprofit status.</li> <li>• Potential benefit to the community.</li> <li>• Relative inability to pay the standard rental rate.</li> </ul>
<b>Donated</b>	Space gifted to further our mission but without financial return; <b>0%.</b> Donated space does not bring financial return but may have other benefits, such as meeting mission goals, raising community awareness or increasing St. Andrew’s membership. Considerations for qualifying for donated use include: <ul style="list-style-type: none"> <li>• High missional value; exemplifies several aspects of the St. Andrew’s mission.</li> <li>• High community/cultural impact.</li> <li>• Financial capacity and need of the renter.</li> </ul>

### Examples:

<b>Long-term Partners</b>	<b>High-income Rentals/Events</b>	<b>One-off Events</b>	<b>Membership Rentals</b>
<ul style="list-style-type: none"> <li>• Kenwood Refugee Project</li> <li>• Suzuki Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Lyric Opera concerts</li> <li>• Author events in partnership with Open Books</li> </ul>	<ul style="list-style-type: none"> <li>• Nonmember weddings and parties</li> <li>• Annual sorority gala</li> </ul>	<ul style="list-style-type: none"> <li>• Member weddings (discounted), funerals, religious services</li> </ul>
			<b>Discounted/Donated</b>
			<ul style="list-style-type: none"> <li>• 12-step groups</li> <li>• Uptown Restorative Justice Hub</li> </ul>