



## RENTAL GUIDANCE WORKSHEET

Use this worksheet in conjunction with “Rental Guidance for Church Facilities.” Follow the directions and refer to the keys below to fill in the table.

### Key

**Room number** — Number assigned on schematics, blueprints, floor plans, etc.

**Room name** — How the room is generally referred to by staff/congregants

**Square Footage** — Area of the room (length times width)

**Occupancy type** — Choose one of the following:

- Circulation (hallways, lobbies, etc.).
- Restrooms.
- Storage (spaces that are suitable only for storage).
- MEP (mechanical, engineering, plumbing).
- Assembly (large gathering spaces).
- Program (smaller rooms).
- Business (church offices).

**Availability** — Choose one of the following:

- Church only.
- Shared.
- Exclusive.
- N/A (for hallways, bathrooms, etc.).

**Usage** — Choose one of the following:

- Used regularly (at least twice a week).
- Used sporadically (fewer than four times a month).
- Not used (no regular activities).
- Limited use/storage (currently storage).

Floor: \_\_\_\_\_

Room Number	Room Name	Square Feet	Occupancy Type	Availability	Usage

Floor: \_\_\_\_\_

Room Number	Room Name	Square Feet	Occupancy Type	Availability	Usage

Floor: \_\_\_\_\_

Room Number	Room Name	Square Feet	Occupancy Type	Availability	Usage

### Annual Occupancy Costs

Utilities	Annual Costs
Gas	
Electricity	
Water and sewage	
Property and liability insurance	
Internet and phone	
Trash removal	
Snow removal	
Pest control	
Landscaping	
Maintenance	Annual Costs
Contracted labor	
Building repair supplies	
Cleaning supplies	
Unplanned costs/emergency maintenance	

### Annual Staffing Costs

Staff Position	Annual Salary/Pay	% Time for Property Management	Property-related Cost
Pastor			
Church administrator			
Sexton			
Custodian			
(other)			
(other)			

### Total Costs

Utilities Total	Maintenance Total	Staff Total	Sum Total

### Cost/Square Foot

Total Property Costs	Total Square Footage	Annual Cost per Square Foot