

## **Memorial Drive Ministries, Inc. (MDM) Premises Use Policy**

The purpose of this policy is to set priorities and guidelines for the usage of MDM's Premises.

### **MDM PREMISES**

The "Premises" or "Campus" refers to the all buildings, facilities, property, and land of Memorial Drive Ministries, Inc. at 5140 Memorial Drive, Stone Mountain, Ga 30083 at the corner of Memorial Drive and Memorial College Avenue.

Our vision: The end of disconnectedness for refugees and the diverse community of Clarkston

Our mission: To foster diverse Christian worship, innovative social services, and transformative relationships on the Memorial Drive campus

Who we are: A non-profit offering affordable, shared space for churches, ministries, schools, nonprofits, recreation, and civic groups that are providing community services for under-resourced populations in the greater Clarkston area, especially the resettled refugee community.

What we do: As a nonprofit, MDM provides space at substantially below MDM's cost to its Onsite Partners and renters. Onsite Partners may include churches, ministries, schools, nonprofit organizations, and recreation groups that provide direct community services and education, important sites of encounter and belonging, and/or worship services in vernacular languages to the diverse population of Clarkston.

### **INTRODUCTION**

MDM exists for the benefit of its Onsite Partners and for the public. MDM is a public charity and all onsite activities must support our charitable purpose and mission.

While MDM provides space usage below cost, MDM always charges fees for space use on the Premises. This revenue creates an environment where MDM's Onsite Partners and facility users feel invested in the space and committed to the shared vision. It also assists MDM to cover some of the costs associated with maintaining the premises.

By granting space use below cost, MDM fulfills its mission to assist our Onsite Partners and short-term renters to carry out their charitable and religious purposes. It also creates an environment on the MDM campus where the diverse population of Clarkston can come together to learn, grow, pray, and receive important and needed community services.

### **USAGE POLICY**

#### **Approved Usage**

The Premises shall be used for worship, church, ministry, educational, cultural, recreational, interreligious dialogue, civic, social services, and community service activities and for no other purpose.

### **Churches, Ministries, Schools, Non-profit Organizations, and Recreation Groups**

All ministries and nonprofits that use space on campus must be recognized by the IRS as 501(c)(3) organizations, carry active insurance, and serve under-resourced communities within a 10-mile radius of the campus. Ministries and nonprofits that have applied to be recognized by the IRS as a 501(c)(3) organization but not yet received that recognition may also be considered in rare instances, so long as they meet all other criteria.

Preference will be given to organizations serving the resettled refugee community here in the greater Clarkston community and organizations providing services that provide education and integration support.

All churches that use space on campus must preach regularly from the Bible, practice Baptism and the Lord's Supper, pray the Lord's Prayer publicly and regularly, and be willing to meet others who may share different opinions with a spirit of charity, humility, and respect. Preference will be given to churches that have a licensed or ordained minister within some ecclesial structure or polity of accountability and order.

All recreation groups that use space on campus must *either* be recognized by the IRS as a 501(c)(3) organization *or* be open to the public.

### **Private Events or For-Profit Renters**

Private Events or For-profit Entities are not allowed except in cases of extreme exception as determined by the Executive Director in agreement with the Memorial Drive Ministries Board.

For-profit renters will be charged full cost. It is possible that for-profit renters will be charged at full price. Should there be any revenue that goes beyond covering costs, MDM's estimated UBIT (Unrelated Business Income Tax) may be included in the charge to the for-profit renter as well. The amount of revenue generated by for-profit entities' rent shall not exceed 15% of MDM's overall annual budget.

### **Priority for Use**

The Memorial Drive campus will be used by the following, listed by priority:

- 1) MDM, Inc. Activities
- 2) Regularly Scheduled Activities of Full-Time Onsite Partners
- 3) One-Time Special Use Activities of Full-Time Onsite Partners
- 4) One-Time Special Use Activities of Churches or Nonprofits that are carrying out a complimentary community-based mission
- 5) Community Events that are open to the public

### **Unapproved Usage**

The following uses of and activities on the MDM Premises are prohibited:

- Any illegal purposes, or in any manner to create any nuisance or trespass, or in any manner to vitiate or increase insurance premiums on the Premises. Onsite Partners and Renters will not use or occupy or permit the Premises to be used or occupied for any purpose or in any manner prohibited by the laws of the State of Georgia or the United States.

- Activities on campus that may in any way increase the rate of insurance, fire insurance or pose any fire safety risks.
- Activities involving smoking, tobacco products, illegal drug use, or alcohol, (except for communion wine for religious uses).
- Uses that would injure or nuisance MDM's neighbors residing or working in adjacent or nearby housing complexes or businesses.
- Improper, immoral, or objectionable uses.
- Activities or uses that would involve loads on any floors, ceilings, or walls which might endanger the structures or Premises in any way.
- Uses that would alter or adversely affect the appearance of the Premises.
- Uses that would adversely affect the reputation of Memorial Drive Ministries, Inc. or Presbytery of Greater Atlanta.
- Camping on the Premises.
- Private events or events of for-profit businesses.
- Weddings without the approval *and* active involvement of a pastor of one of MDM's full-time Onsite Partner churches.
- Activities that go beyond the spaces and/or times that have been approved, signed for, and reserved.
- Modifications or alterations to the Campus or the Premises without prior written consent of MDM.
- Unsupervised activities by anyone under the age of 18.

*All activity on campus must be consistent with the PCUSA (Presbyterian Church, USA) Book of Order.*

#### **One-Time or Limited-Use Premise Usage**

One-time or limited-use events must be:

- requested by an approved church, school, non-profit (501c3) organization, recreation or civic group with a religious or charitable function and purpose, or
- requested by an approved group hosting an event or activities that are open to the public.

#### **Short-Term Usage by Overnight Groups**

The following guidelines apply for short-term teams. The group must:

- be sponsored by some corporation of some sort (could be nonprofit or for-profit: ie. a university, church, nonprofit, business, etc.)
- have a goal of service learning and/or experiential education and/or faith formation
- be actively involved in the Clarkston community
- be temporary (less than two months)
- have a group leader aged 24+ years of age
- provide proof of liability insurance if the Short-Term Team is not an affiliate of an onsite Partner.
- provide signed MDM's required release and waiver forms for each member of the group
- abstain from smoking, tobacco product use, drinking or being under the influence of alcoholic beverages, using or being under the influence of illegal substances
- avoid burning candles
- avoid having pets (except approved service animals)
- not invite additional guests to stay on the Premises

### **Designated Hours for Use**

7am – 9pm, Sunday – Saturday

All activities should be completed, and all users must be off campus by 9 p.m. every night.

### **Contracts**

Contracts with MDM must be signed before any use and the usage must be added to MDM's master calendar before any space use on campus will be allowed. The general purpose of these contracts is to enable and manage the use of the Premises, in furtherance of worship, church, ministry, educational, cultural, recreational, nonprofit, and/or civic functions on the Premises. Signed contracts may take the form of either a 1) lease for regular usage or 2) an event contract for one-time usage or 3) a short-term rental agreement for any overnight stays.