

# Selecting a Building

*Jerry and Melanie Stone*

Below are some suggestions to consider when selecting a building to lease:

## Location

- Who owns the building and what are their procedures for leasing?
- Is the location easily visible? Is the location in a high traffic area?
- Is the building easy to access? What entrances can you use?
- Is the location in your target area?
- Are there any negative connotations with this building?
- Is the building large enough for growth?

## Cost

- How much?
- What is the frequency of billing (hourly, monthly, quarterly, etc.)?
- How long is the contract?

## Parking

- Is the parking lot easy to access?
- Is the parking adequate to accommodate your congregation?
- Are there any parking restrictions?

## Signage

- What type of signage are you permitted?
- Can outdoor signs be permanent?

## Equipment

- How many chairs are available? How many tables?
- Can you use facility equipment (TVs, DVD players, speakers, sound, screens, lighting, etc)?

## Space

- Is the front foyer large enough for a Welcome Center?
- Are bathrooms easily accessible?
- Is there an auditorium or space large enough for a worship service?
- Is there space for a worship team, a projection screen, stage decorations, etc.?
- What type of space is available for children's ministry (rooms, hallways, etc)

## Regulations

- Are there any time restrictions? Will you be able to go to multiple services?
- What are our responsibilities for clean up?
- Are there any food or beverage restrictions?
- What is the availability of the facility throughout the week?
- Are any outdoor events allowed?

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### Media

- Will you be able to use a rear or front projection screen?
- What will the sound be like in the sanctuary? Where will you place your sound board?
- Is the area for a stage large enough? Where will you place your lighting? Projection screen?

### Storage

- Does the building have a secure area that you can use for storage?
- If storage is not available, is there a storage unit close to the facility?
- Will you need a trailer for transporting your equipment? Where will you keep it?
- How will you store your equipment to prevent damage from weather, insects, etc.?