

**Community Mennonite Church
Job Description**

Committee/Position **Rental Manager**

Commission **Administration**

Mission/Purpose:

To ensure that building is used in accordance with VMC guidelines and policies and those of CMC (see rental policy).

Responsibilities:

- To collect moneys that are due for use of building
- Working with Administration Commission Chair to negotiate with renters regarding rental terms or lease agreement
- Working with Administration Commission Chair to insure CMC's positive ongoing relationship with renters, including insuring compliance with lease terms and understandings.

Regular Activities/Responsibilities:

January

February

March

April

June

July

August

September

October

November

December write annual report