



January 24<sup>th</sup> 2024

Dear Friends,

Thank you for your interest in renting space at Broad View United.

Our move into the new building on November 26<sup>th</sup> 2023 was a wonderful thing but it came right on the heels of the Advent and Christmas season, which as you can appreciate is a busy time in the life of a church. Some staff changes at the beginning of the year and our Grand Opening on January 21<sup>st</sup> have meant that we have been unable to pull together a Rental Policy, format, data base, and rate guide as of the writing of this letter. While we had hoped we would be able to offer folks a formal application process by the end of January, it is clear now that this will not happen until the end of February.

We understand that this is challenging news for some folks who have been waiting but we want to make sure we have the right processes in place before we start external bookings. We also understand if some of you cannot wait and need to investigate other options to secure time and place for your groups or events. We are aware that we will be a time of discernment and testing of our new policy and we will therefore only be committing to 6 months of rates and bookings while we evaluate our new booking system.

We have kept a file of all the requests received thus far and will be sending to you a form to fill out and an accompanying copy of the policy and rates hopefully at the end of February. Thank you again for your patience and understanding.

Sincerely,

Mark Green  
Co-lead Minister  
Broad View United