
Proposal to Lease Community Center for Church Services

From Faith Bible Way <faithbibleway@gmail.com>

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To Sarah Osborn <sosborn@millswy.gov>

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Dear Sarah Osborn and the Mills City Council,

We are reaching out on behalf of Faith Bible Way, Inc. We are currently seeking a suitable location to host our weekly church services, and after the walkthrough last evening with Mike Coleman, we believe the Community Center would be a wonderful fit for our congregation.

We want to inquire about the possibility of leasing the facility on Sunday mornings, mid-week, as well as for occasional special events throughout the year. Below are a few key details and questions regarding our needs and the Center's accommodations:

- Transportation (Van Access):

Many church members rely on transportation for church services. During our conversation with City Administrator Mike Coleman, he mentioned the possibility of parking our church van behind the existing gates as a designated area for bus parking on days when it is not in use. Would this be available?

- Storage Options:

Would it be possible to store some of our essential items in the storage area and the ability to lock the door for our church items, such as sound equipment, musical instruments, media equipment, signage, and ministry supplies, securely at the facility during the rental term?

- Floor and Building:

We understand that maintaining the floors is important. Would there be a possibility of having the floors stripped to the bare floor, cleaned, re-waxed, and polished? Would it be possible to have the center cleaned before we begin a lease agreement, as we would like to maintain a clean and healthy environment for all patrons? Would we also be responsible for restroom paper supplies and bathroom cleaning supplies?

- Signage:

We would like to install two church signs with our church logo and QR codes on the east and south sides of the building, if possible. We would plan to have signs installed that are the same size as the existing Senior Center sign for placement.

- Insurance Requirements:

Our church carries current Liability Insurance with Church Mutual Insurance. Please let us know what documentation is required and if there are specific coverage levels needed for the Community Center. We will provide our insurance coverage policy as required.

- Lease Amount:

Could you please provide details on the Lease fee for monthly usage and due date terms, as well as any additional costs associated with using the facility to host occasional special events with no scheduling conflicts for use upon request? We want our presence to make a positive impact on our Community by hosting special events from time to time. We would also like to host our District Conference, which would be held in our city on an occasional basis. We would also need provisions for Special Services, such as Weddings and Funerals, if there are no scheduling conflicts.

- Chairs and Setup:

Would it be permissible to leave the chairs arranged (e.g., theater-style seating) between Sundays and Wednesday evenings, or would we need to take them down after each service?

- Baptism Provisions:

Our Biblical and Doctrinal Teachings support Water baptism by Full Submersion. Would it be possible to have a fully enclosed baptism tank that would remain full and would only require cleaning every 3 to 4 months? The size is approximately 3 feet wide by 8 feet long and about 3 feet tall. We install a small pond pump with a filter that circulates the water continuously. A tank heater would be used as needed for baptisms. We also put a floating cover on the water under the removable lid to keep the water from evaporating and to control moisture.

- Tenant Church Service Schedule:

Sunday School Faith Builders 10:00 am
Faith and Fellowship Gathering 11:00 am
Sunday Celebration Praise and Worship Service 11:30 am
Wednesday Reignite Bible Study 7:00 pm
Wednesday Kids Faith Club and NextGen Ministry 7:00 pm

We look forward to the possibility of partnering with the City of Mills and using the Community Center as a welcoming, safe, and stable space where our congregation can gather for worship, community support, and outreach.

Thank you for considering our request. We would be happy to discuss this further or meet in person to review any details.

Warm regards,



Elder Donald Gilmore, Jr.
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