DRAFT

Managing rentals

Job One: Calendar Coordinator

* Receiving applications,
	+ If a check is received with a paper application, leaves it in the box and notifies the money person it is there
* scanning them into to web page,
* enters them in calendar as pending,
* brings to meeting for decision,
* removes ‘pending from calendar
* notifes Tim and Hilma of event

Job two: Buc Committee

* Review requests,
* vote on whether to approve,
* decide who will follow the rental
* Create paper file

Job three: Assigned BUC member

* Notify applicant of the decision
* Ask them to send checks and self-addressed stamped envelope to Treasurer.
* Arranges for any needed pre-visits.
* Makes a plan for giving the key, if needed, at the time of the rental, and getting it immediately after the rental.
* Reviews checklist and instruction for use of kitchen equipment and in use of the alarm system if rental is for Jacobs Road.
* Checks condition of building following use, lets treasurer know to return security. If it is not, documents the issues either in writing or by taking cell phone photos and contacts the renter to work out a solution to any concerns. The problem may need to be reported to the committee if additional help is needed to work out any issues.

Job 4: Treasurer

* Creates paper file
* Receives checks,
* sends receipt to renter,
* deposits rent checks,
* holds security deposit until notified it should be returned, returns it.
* Reports financials to committee.