

LEASING SPACE

A Quick Guide to Leasing Church Space,
Virginia Episcopal Real Estate Partners (VEREP)

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1

CLARIFY MISSION & PURPOSE

Leasing decisions should support the congregation's mission and strengthen its role in the community. A clear purpose ensures that income-generation and ministry goals stay aligned.



2

UNDERSTAND TRUE COSTS

Churches must know the condition of their facilities and the full cost of operating them. Accurate cost information prevents underpricing and ensures leases strengthen—not burden—the church.



3

WHAT IS ALLOWED & SAFE

Before offering space, congregations must confirm zoning, occupancy limits, and licensing requirements. Ensuring compliance protects the church legally and keeps tenants and congregants safe.



4



MARKET INTENTIONALLY

Thoughtful outreach helps the church find tenants who align with mission and use space responsibly. Clear communication and a professional approach increase demand and attract reliable partners.

 More Info: verep.org to connect with us and see other free material.



VET TENANTS

A structured vetting process helps assess a tenant's financial health, operational needs, and mission alignment. Careful screening reduces risk and prevents long-term problems.



PRICE WELL

Churches should calculate their true operating costs and understand market rates before setting rent. Rents must cover expenses and provide sustainable revenue, even when offering mission-driven discounts.



THE RIGHT LEGAL STRUCTURE

Leases and licenses serve different purposes and offer different levels of control and protection. Using the correct agreement and legal counsel ensures clarity and avoids future conflicts.



PLAN FOR OPERATIONS

Whether self-managing or hiring help, churches need systems for maintenance, repairs, communication, and emergencies. Strong operations protect the building and support a healthy tenant relationship.



STRONG MANAGEMENT

Accurate financial tracking, appropriate insurance coverage, and clear safety procedures safeguard the church. Good risk management reduces liability and ensures long-term stability.



PREPARE FOR CONFLICT

Even strong partnerships face challenges, have clear policies so you can respond fairly and effectively if issues arise.