

Using MX Building on Thursdays

From: M Bret Blackford (bret_blackford@yahoo.com)
To: brianwells@westhillsstl.org; thadyessa@westhillsstl.org; jeffery@westhillsstl.org
Cc: bret_blackford@yahoo.com; swalker@mcknightcrossings.org; aowens@mcknightcrossings.org
Date: Wednesday, December 3, 2025 at 10:17 AM CST

Jeff (Brian/Thad),

Thanks again for reaching out and for your patience as our leadership has talked and prayed about your request.

Our McKnight leadership is **open to moving forward** with [West Hills](#) using our building on Thursday evenings during your renovation, and we’d like to begin working out some of the practical details together.

At a high level, we’re envisioning something like this:

- **Day/Time:** Thursday evenings within a defined window (for example, roughly a 3-hour block such as 6:00–9:00 PM or 6:30–9:30 PM), with the building locked up and empty by an agreed-upon time.
- **Space:** Primary use of the Upper Room, with flexibility to use the High School room or another space as needed, always keeping McKnight’s ministries and calendar as the first priority.
- **Insurance:** West Hills would provide confirmation of liability insurance coverage for your young adults gathering at McKnight (ideally listing McKnight Crossings Church of Christ as an additional insured or something equivalent).
- **Fee:** A modest monthly fee to help cover utilities and cleaning/custodial costs. We’re thinking in a “cost-recovery” range rather than a full rental rate, and can land on a specific amount together. ~ \$300/month
- **Building expectations:** Resetting rooms to their original configuration each week, basic cleanup after your gatherings, and use of equipment and storage only as mutually agreed.

Rather than trying to settle all of this by email, we would **welcome a visit to the building** so you and any other West Hills leaders (Brian, Thad & other ministers, etc.) can:

- Walk through the spaces we’re considering
- Talk about timing, room setup, and how your ministry flows on a typical Thursday
- Discuss fees, insurance, and expectations in more detail
- Make sure we land on something that’s **mutually agreeable** for both congregations

If you’ll send me a few days/times that could work for you, I’ll coordinate on our end and we can get something on the calendar.

We’re grateful for the chance to support the work you’re doing with young adults and look forward to seeing how we might partner in a way that serves both churches well.

Grace and peace,

--- Bret
M. Bret Blackford
McKnight Crossings Church of Christ

On Saturday, November 29, 2025 at 02:29:30 PM CST, McMillian, Jeffery <jeffery@westhillsstl.org> wrote:

Hey Bret,

Thank you so much for putting this together, everything in your summary is accurate! I'm CC'ing Pastor Thad and Brian to this.

Main Contacts:
The primary points of contact will be myself and Pastor Brian Wells. Brian and I will also be responsible for setup, cleanup, handling the key or access code, and locking the facility each week.

Janitorial Fee:
West Hills is absolutely willing to cover the janitorial fee each week.

Insurance:
We do have insurance that covers events and gatherings like this. Thad can provide any additional documentation or details you may need.

Please let me know if you need anything else as you prepare the proposal for Leadership. We truly appreciate you and the McKnight team reviewing this request and are grateful for your hospitality during our remodel year.

Thanks again,
Jeffery

On Sat, Nov 29, 2025 at 9:22 AM M Bret Blackford <bret_blackford@yahoo.com> wrote:

Jeff,

We have a McKnight Leadership meeting next week. Let me try to summarize what you are requesting and make sure I have it right:

Building Use Request Summary
West Hills Young Adults – Weekly Thursday Meeting (2026)
Contact: Jeff “Boots” McMillian (West Hills Young Adults Leader)
Request Period: Every Thursday, January–December 2026
Purpose: Temporary meeting location during West Hills’ year-long building remodel

- 1. Schedule & Timing**
- Day: Every Thursday
 - Arrival for worship practice: **5:30 PM**
 - Meeting begins: **6:30 PM**
 - End / lock-up: **around 11:00 PM**
 - Total weekly building use: **about 5–5.5 hours**

2. Group Size

- Typical attendance: **around 20 young adults**
- Sometimes slightly more

3. Requested Spaces

You are flexible and willing to use whichever space best fits McKnight’s needs:

- Primary preference: **Upper Room**
- Secondary option: **Downstairs High School Room**
- Open to moving between spaces if McKnight has conflicting events or ministries

4. Facilities & Amenities Needed

- General meeting space suitable for 20+ people

Snacks:

- Only small/occasional snacks
- No regular kitchen use expected
- You will request in advance if kitchen access is ever needed

Gym:

- Occasional use for games after the meeting would be great
- Not required, only if available

Setup/Cleanup & Building Access:

- Your group is willing to help with setup and cleanup and to work around ACTS or other ministries
- You are open to having designated people responsible for locking up, with a brief orientation to our security procedures

Is the above accurate? Please let me know if there are any additional needs or considerations.

I’ll bring this request to our Leadership and see if there are any conflicts. We may need to work with you on scheduling for specific weeks, so hopefully your group would be flexible about meeting either in the large 4th-floor area (not the ACTS room) or in the Teen Room (the “Canteen”).

We would also need to know:

- Who would be responsible for setup/cleanup and locking the facility? (Would that be you?)
- Who would be the main contact, and who would have a key or access code?
- Would [West Hills](#) be willing to pay a small janitorial fee to help with facilities expenses?
- Does [West Hills](#) have an insurance rider or certificate of insurance that would cover any accidents at our facility?

Once I hear back from you, I’ll prepare a proposal for the McKnight Leadership to review later this week.

Good to hear from you, and I hope all is going well with you!

--- Bret

On Tuesday, October 21, 2025 at 04:55:04 PM CDT, McMillian, Jeffery <jeffery@westhillsstl.org> wrote:

Hey Bret,

Yes, that's all correct as far as times and numbers! I think the Upper Room would be a great size for the group, but the downstairs high school room could also work well since I've seen it used for ACTS in the past. Whatever space is easiest for McKnight is totally fine with us.

As far as facilities go, we usually just have smaller snacks on Thursdays, so I don't anticipate needing consistent use of the kitchen, though I'd be sure to ask ahead of time if we ever did. If the gym happened to be available from time to time, that would be amazing for occasional games after the meeting.

The West Hills team and I will always communicate what we plan to use and are more than willing to help with setup or cleanup for anything the church or Katie/ACTS might have scheduled afterward.

Thanks so much,
Jeff (Boots)

On Tue, Oct 21, 2025, 1:39 PM M Bret Blackford <bret_blackford@yahoo.com> wrote:

Hey Jeff,
Can you provide a bit more information on what type of meeting this is and what facilities you might need? It looks like it might run from 5:30pm - 11:00pm (5 1/2 hours?!) and have upwards of 20+ young men and women. Are you just looking for a classroom that can hold 20+ people for that amount of time each Thursday from January 2026 - December 2026.
Once I have this info I'll review the calendar and talk with the team about a fit.
--- Bret

On Wednesday, October 15, 2025 at 09:05:23 PM CDT, Jeffery McMillian <jeffery@westhillsstl.org> wrote:

Hey Bret,

Thanks so much for your help and consideration of this! The group is West Hills Young Adults, and it is a co-ed group. We usually have right around 20 people and sometimes more! We usually start practice for worship right around 5:30 and we officially start at 6:30! We usually end up locking up around 11ish! If there is any more questions I can answer or any meetings that need to happen to make things easier, I'd be excited to! Thanks so much again for being willing to shake the tree and see what's possible!

Thanks,
Jeff (Boots)

From: M Bret Blackford <bret_blackford@yahoo.com>
Sent: Wednesday, October 15, 2025 12:27:01 PM
To: jeffery@WestHillsStl.org <jeffery@WestHillsStl.org>
Subject: Using MX Building on Thursdays

Jeff (aka "Boots"),

Hey brother — great to hear from you! I'm glad to hear your first year after graduation is going well, that you're still involved with the ACTS Campus Ministry, and that you're now leading a

young men’s fellowship. That’s fantastic.

I’d like to get a little more information about the group and your need for a meeting space on Thursday evenings. As I understand it, the church you attend is beginning a remodel expected to last through 2026, and you’re looking for a temporary place to meet while that work is underway.

Can you remind me how many people you expect to have each Thursday and what hours you typically meet? Once I have those details, I’ll check the McKnight calendar and talk with a few folks to see what might be possible for 2026. No guarantees yet, but I’ll shake the tree and see what we can find.

Blessings,
— Bret