



RENTAL POLICY

ROOM DESCRIPTIONS AND CAPACITIES

Sanctuary/Gallery: The maximum occupancy for the sanctuary is 200 people. 100 movable chairs are available for use within the sanctuary. An additional 25 chairs can be placed in the overflow area. The sanctuary can accommodate up to 15 6 - 8 foot long tables, each seating up to eight people.

The sanctuary contains a grand piano that may **not** be moved, have items placed on it or utilized. Renter may **only** access the Audiovisual Equipment room to access the lights and environmental controls. Storage of Renter items **in** the Music/Audio Equipment Room is **not** authorized.

Kitchen: The kitchen contains a stove, microwave, dishwasher, refrigerator, and coffee maker. There is a supply of dishes and utensils. It is not a commercial-grade kitchen. After use, all dishware, utensils, pots, etc. must be washed, dried, and returned to their original storage places. The Renter is only allowed to use the stove with express permission of AUUC.

Lower level rooms: Seven classrooms are available for use in the lower level and a supply of folding chairs (if needed) is in the storage closet adjacent to Room 107:

Room	Approximate Dimensions	Approximate Capacities
107	24' x 14'	20
112	12' x 14'	10
114*	24' x 16'	25
116	16' x 12'	10
121*	22' x 26'	30
124	20' x 15'	20
126	12' x 12'	10

*Have wall mounted televisions

Audiovisual: The televisions mounted in the Sanctuary and in rooms 114 and 121 may be used by renters but they must provide their own iPad or other input source. An HDMI cable, as well as a wireless HDMI connection, will be available, with instructions for their use.

The use of any other audio-visual equipment requires a technician (\$40 per hour) which must be precoordinated with the Building and Grounds Committee.

Parking: The parking lot contains 50 parking spaces. Additional on-street parking is available.

DEPOSITS AND FEES

Security Deposit: A refundable security/holding deposit is required for each reservation. The deposit will be one half the rental fee or \$200, whichever is greater. Security deposits for long-term or recurring use rentals will be based on monthly rent, as specified in individual rental agreements. The deposit may be submitted online, with an added 3% processing fee (which also applies to monthly rental fees submitted online).

Facility Use Fees: These fees cover only the use of the building and/or grounds. Services of a minister, caterer, janitor, or other services are the responsibility of the renter. Fees are quoted for the entire contracted time; that time includes set-up and clean-up. Only those rooms expressly contracted for can be used or occupied by the renter. Use of any other AUUC spaces is prohibited without permission from the Building and Grounds Committee or the CA. Violation of the policy may result in a financial penalty or termination of the rental contract. Normal cleaning days are: Monday, Wednesday, Saturday and Sunday. Should additional cleaning be required because of the rental activity, it can be scheduled for \$75. Standard facility use fees are as follows:

- Long-term and recurring use: A separate rental agreement will be negotiated for rental periods exceeding one-time use.
- Weddings and other rites of passage events:
 - \$675 for seven hours, including time for set-up and clean-up.
 - \$500 for five hours, including set-up and clean-up.
 - Both rental blocks include the use of the sanctuary, gallery, kitchen and two additional classrooms. And any additional usage may be contracted at \$100 per hour regardless of which rental block is chosen
 - Events should be completed by midnight, with cleanup completed and the building fully vacated by 1am.
- Other events: Fees are based on the specific space used and the duration of use, including time for set-up and clean-up. Rentals for specific spaces do not provide for use of any spaces not specifically identified in the rental agreement. Use of bathrooms is included with all rentals.
 - Sanctuary: \$90 per hour.
 - Kitchen: Additional \$10 per hour with any other space. (cannot be rented separately).
 - Rooms 114 or 121: \$50 per hour (each).
 - Rooms 107 or 124: \$35 per hour (each).
 - Rooms 112, 116, or 126: \$20 per hour (each).
 - Gallery: \$35 per hour (or included with sanctuary rental).
 - Church grounds (any outside space): \$35 per hour.

- Exclusive use of the building and church grounds can be scheduled along with any rental where at least one-third of church space available is being rented for an additional fee of \$200.

Discounts:

- Non-profit organizations: 25% discount on established fees (documentation required).
- AUUC- Affiliated/Chartered Groups - Free (documentation required).
- AUUC Members and Friends: Free for memorial services and child dedication ceremonies for immediate family. For other events, Members and Friends will receive a 50% discount of established fees, provided the event is not for profit and is ceremonial in nature (e.g., weddings, recognition ceremonies). The renter is responsible for opening, set-up, clean-up, and closing of the building. AUUC Members and Friends are persons who meet the criteria for those categories as specified in the AUUC By-Laws. A \$200 refundable security deposit is required.

[DEFINITION: A “friend” of AUUC is a participant that commits a regular pledge of any amount and thus entitled to certain membership benefits without being an AUUC Congregation Member]

CANCELLATIONS AND REFUNDS OF DEPOSIT

Reservations may be canceled by phone with the AUUC CA. This must be followed within 3 business days by written confirmation and is not considered canceled until it is received. Refunds will be processed based on the date that written confirmation is received.

The security deposit will be refunded in full within 30 days of the conclusion of the event, except as follows:

- Cancellation of the event by the requestor two to four weeks prior to the event: 50% withheld
- Cancellation of the event by the requestor less than two weeks prior to the event: 100% withheld.
- Exceeding the rental period or using spaces not specified in the rental agreement: the rental fee(s) for the spaces used in excess of the rental agreement will be withheld.
- Damage to building or grounds: Amounts required to repair damages, including amounts required for special clean-up, will be withheld. Note: renters are liable for the full cost of repairs, including costs in excess of the security deposit.
- Clean-up: Amounts required for clean-up should the renter fail to return the space to the condition it was in prior to the start of the rental period will be withheld.
- Violating policies specified in the rental agreement or this document: 100% withheld.

AUUC reserves the right to cancel reservations for any reason, with or without notice. AUUC will provide as much notice as possible should such cancellation be required, and will work with affected parties to reschedule events at a mutually satisfactory alternate time. Typical reasons for short-notice cancellations include, but are not limited to: adverse weather, failure of utilities, damage to property, or higher-priority AUUC requirements (e.g. emergency meeting or high

priority church event). In the event of adverse weather, AUUC is closed whenever Fairfax County public schools close.

If failure of utilities, damage to property, or any other cause beyond the control of AUUC renders facilities or spaces unusable or unsafe for use by the Renter which necessitates cancellation of Renter's activities, AUUC shall not be responsible for other expenses incurred or revenue lost by Renter. In such a case, AUUC will reimburse Renter on a per diem/pro rata basis the rental fee paid for the period during which the facilities are unusable. Determination as to usability is at the sole discretion of AUUC.

LIABILITY AND INSURANCE

It is agreed that the Accotink Unitarian Universalist Church shall not be accountable for injury to any person(s) or for damage to any property that may be owned or used by the individual/organization contracting for the use of church facilities under this agreement. Additionally, it is agreed that the individual/organization contracting for the use of church facilities shall be liable for damage sustained to church property, such as the extraordinary cost that might be incurred as a result of a food or beverage spill, apart from normal wear and tear.

Liability: Renter shall indemnify and hold AUUC harmless from and against any and all liability for personal injuries, property damage, or loss of life or property resulting from, or in any way connected with, the condition caused by its use of the spaces included in this contract or the ingress to or egress from such spaces, except for liability for personal injuries, property damages, or loss of life or property caused solely by AUUC, Renter shall make reasonable compensation for damage to or loss of property of AUUC resulting from, or in any way connected with, uses of spaces included in this contract or the ingress to or egress from such spaces caused by Renter, its members, or guests. AUUC shall indemnify and hold Renter harmless from and against any and all liability for personal injuries, property damage, or loss of life or property resulting from, or in any way connected with, the condition caused by AUUC's maintenance and upkeep, or failure to do so, of the spaces, except for liability for personal injuries, property damages, or loss of life or property caused solely by Renter, its members, or guests.

All renters shall maintain liability insurance with personal injury limits of at least \$1,000,000 for death or injury per person, \$1,000,000 per incident, and \$1,000,000 for damage to property. Proof of insurance shall be presented upon execution of a rental contract upon every anniversary of that date. Additional insurance coverages may be required depending on the intended use of the facility. Renter shall immediately notify AUUC if insurance has expired or is terminated for any reason.

If AUUC is unable to obtain acceptable fire and other hazard insurance on our facility, AUUC may terminate the rental contract upon giving to the Renter fifteen (15) days' notice in writing of AUUC's intention to do so.

BUILDING MAINTENANCE

AUUC is responsible for maintaining all facilities and providing utilities (heating, air conditioning, lighting, fresh water, sanitation, etc.). AUUC will maintain a clean, clutter-free, safe environment for Renter in accordance with accepted commercial practices. Items requiring attention will be identified in writing to the AUUC Congregational Administrator. AUUC will immediately correct deficiencies that pose a safety or health risk. Routine maintenance items will be corrected within 30 days.

Renter will clean all spaces they use, including cleaning restrooms, vacuuming carpets, and mopping as needed, using supplies provided by AUUC. Renter will remove all trash and food items immediately after use placing trash and recyclable materials in appropriate dumpsters in the parking lot.

RULES

In addition to any terms that may be specified in specific rental agreements, renters will comply with the following requirements. Failure to comply may result in forfeiture of the security deposit and being banned from future rental opportunities.

General

- Security. Renter will be provided with keys to the facility and an access code for the security system for use during the rental period. Renter will not duplicate keys. Renter will return all keys to the Congregational Administrator at the end of the rental period. Renter will provide the Congregational Administrator with the names, addresses, and phone numbers of all renter staff who have keys and access codes. The AUUC Congregational Administrator will train all renter staff who are to be issued a key and access code in the security system operated by Vector Security prior to issuing keys. Charges for false alarms traceable to the Renter shall be paid for by Renter.
- Parking: Parking in the circle at the end of the upper parking lot is prohibited by Fairfax County fire regulations. Violators may be fined by the County or towed at their own risk and expense. The Fire Lane and entrance to the building shall be clear of parked vehicles except for brief periods to load or unload passengers or cargo. The fire turn-around section at the end of the upper parking lot may be temporarily cordoned off for non-vehicular use (e.g. so children can play safely) but cordon materials must not preclude immediate access by emergency vehicles if required. Please do not park in spaces reserved for staff at any time.
- Inclement Weather:
 - All AUUC activities are canceled when Fairfax County Public Schools are closed due to inclement weather. However, even if there are no AUUC activities, renters with key and security access to the church may still choose to use the building. When they do use the building (and/or parking lot) in such situations, they do so

- at their own risk. AUUC assumes no liability in such circumstances and fully expects tenants to be aware of said risk to themselves and their participants.
- During inclement weather, but in situations where AUUC activities have not been canceled, AUUC is responsible for clearing and treating church sidewalks and the parking lot. However, if such clearing and treating has not been done prior to the renters' event(s), renters who choose to use and/or enter the building and/or parking lot also do so at their own risk.
 - Government Permits. AUUC will be responsible for obtaining all permits and inspections required for use of AUUC facilities in accordance with the contract. Renter will be responsible for obtaining special permits or licenses required for their activities, including but not limited to alcoholic beverage licenses and food handling permits, as required by law.
 - Smoking: AUUC is a smoke-free facility. Smokers may not smoke indoors or within 50 feet of entrances and must properly dispose of smoking materials in approved containers.
 - Alcoholic Beverages: Alcoholic beverages may not be served unless specified in the rental Agreement and will be conducted in strict accordance with Virginia Alcoholic Beverage Control regulations. See www.abc.virginia.gov for specific requirements.
 - Condition upon Completion: At the conclusion of the rental period, the renter will return all rented spaces to the condition they were in at the commencement of the rental period, or to another configuration as designated by the Congregational Administrator. Renters will lock up the office, designated spaces, and the building at the conclusion of the rental period unless others are present and agree to perform these activities. The alarm system will be set prior to locking the building.

Decorations & Furnishings

- Tape: Only blue painter's tape may be used on walls and must be removed at the end of the day it was applied. No tape of any kind may be used on the floors. Items may be hung using picture molding if installed or may be secured to bulletin boards, corkboards, mag boards, etc. using tape or other appropriate materials. Postings and notifications may be attached to the glass at entrances providing a clear adhesive tape is used and the item is removed after expiry of the dated notification.
- Heavy Items: The sanctuary contains a grand piano that cannot be moved. Renters may not bring in heavy items such as baptismal basins that could cause damage to the floors or might exceed the load bearing capacity of the floors.

- Use of non-AUUC Furniture, Equipment, or Other Items. Renter will not bring in items of furniture, equipment, or similar high-bulk objects for use other than when renter is physically present and the items are in use unless a suitable storage plan has been approved and attached to this rental contract.

Damages

- Property Damage. AUUC is not responsible for damage to renter's property. If Renter's property is damaged by other renters, AUUC staff, members, or guests, Renter will promptly report such damage to AUUC. Repair costs will be paid for by the party responsible for the damage if such parties can be identified. If the responsible party cannot be identified, Renter will be responsible for any necessary repairs to their own property. Renters will exercise care in the use of AUUC property. In the event of damage by renter or renter's guests, renter will report such damage immediately to the Congregational Administrator and will pay AUUC for repair of the damage.
- Fire and Other Casualty. In case of fire or other casualty, the Renter shall give immediate notice to AUUC. If the premises shall be partially damaged by fire, the elements, or other casualty, AUUC shall repair the same as speedily as practicable, but the Renter's obligation to pay the rent shall not cease. If, in the opinion of AUUC, the premises are so substantially damaged as to render them unusable, then the rent shall cease until such time as the premises shall be made usable by AUUC. However, if, in the opinion of AUUC, the premises are so substantially damaged that AUUC decides not to rebuild, then the rent shall be paid up to the time of such destruction and thenceforth the contract shall come to an end. However, the provisions of this clause shall not become effective or be applicable, if the fire or other casualty and damage shall be the result of the carelessness, negligence, or improper conduct of the Renter or the Renter's agents, employees, guests, licensees, invitees, assignees, or successors. In such case, the Renter's liability for the payment of the rent and the performance of all the covenants, conditions and terms hereof on the Renter's part to be performed shall continue and the Renter shall be liable to AUUC for the damage and loss suffered by AUUC. If the Renter shall have been insured against any of the risks herein covered, then the proceeds of such insurance shall be paid over to AUUC to the extent of AUUC's costs and expenses to make the repairs hereunder, and such insurance carriers shall have no recourse against AUUC for reimbursement.
- Reimbursement to AUUC. If the Renter shall fail or refuse to comply with any of the terms and conditions of the rental contract, AUUC may carry out and perform such conditions at the cost and expense of the Renter, which amounts shall be payable on demand to AUUC. This remedy shall be in addition to such other remedies as AUUC may have by reason of the breach by the Renter of any of the terms and conditions of the rental contract.