Accotink Unitarian Universalist Church

10125 Lakehaven Court
Burke, VA 22015
Phone: 703-503-4579

RENTAL GUIDE

The primary purpose of the Accotink Unitarian Universalist Church (AUUC) is to provide a spiritual home for the members of its congregation. To the extent that our facilities are not committed to church-sponsored functions, they are available to individuals and community groups for rent, upon approval by our AUUC Building and Grounds Committee.

RESERVING SPACE

A full calendar of AUUC activities by room is maintained on the Event Calendar page of the website: https://accotinkuu.org/blog/event-calendar. Reservations for specific dates and times must be made through the AUUC Congregational Administrator (CA) at 703-503-4579 or administrator@accotinkuu.org. The CA can provide information on room availability, rental fees and set-up options and can schedule a tour of the building and/or grounds with our Building Facilities Manager.

Each reservation must be accompanied by a completed application form and the required security deposit.

AVAILABLE ROOMS

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.

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 Classrooms

Seven classrooms (with stored folding chairs) are available for use on the lower level:

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 in the Sanctuary 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.

FEES

Security Deposit

A refundable security/holding deposit is required for each reservation, based on the space(s) requested, and as specified in individual rental agreements.

Facility Use Fees

These fees cover only the use of the building and/or grounds. Services of a minister, caterer, janitor or other personnel are the responsibility of the renter. Fees are quoted for the entire contracted time, which includes the time required for set-up and clean-up. Only those rooms expressly contracted for can be used by a renter.

Weddings and other rites of passage events (includes use of the Sanctuary, Gallery, Kitchen, and two additional rooms):

- $675 for seven hours, including set-up and clean-up time.
- $500 for five hours, including set-up and clean-up time.
- Additional usage is $100 per hour.
- 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. Use of bathrooms is included with all rentals.

- Sanctuary: $90 per hour.
- Kitchen: Additional $10 per hour with any other space. (The kitchen 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

Discount of 25%

AUUC- Affiliated/Chartered Groups

Free

AUUC Members and Friends (per AUUC By-laws)

- Free for memorial services and child dedication ceremonies for immediate family.
- A 50% discount of established fees for other events that are not for profit and are ceremonial in nature.
- Renters are responsible for opening, set-up, clean-up, and closing of the building.
- A $200 refundable security deposit is required.

CANCELLATIONS

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.

REFUND OF DEPOSITS

Part or all of the deposit may be withheld for the following reasons:

1. Cancellation 2 to 4 weeks prior to the event: 50% withheld
2. Cancellation less than 2 weeks prior to the event: 100% withheld
3. Exceeding the rental period*
4. Damaging building or grounds*
5. Requiring unusual and extensive clean-up*
6. Violating other requirements as agreed to in the AUUC Rental Policy.*

AUUC reserves the right to cancel reservations for any reason, with or without notice. If AUUC cancels a reservation and satisfactory alternate arrangements cannot be made, the deposit will be refunded in full.

*More details can be found in the Rental Policy