

Unitarian Universalist Church in Reston

Rental Rules and Responsibilities

Emergency phone numbers:

Greg Ratta (UUCR) – 862 262 8635

Bruce Anderson – 571 447 3134

Keturah Collins (CHMS) – 703 615 1443 (for issues on lower level)

I. Security Deposit/Rental Fees:

- The security deposit of \$300 and one half of the rental fees as outlined in the fee schedule provided in the rental brochure are due at time of signing the contract. The security deposit will be returned after an assessment of the condition of the building at the end of the contracted rental period. If a check is used, the check can be held until the completion of the contract, if so desired by the renter. All costs resulting from returned checks will be assumed by the renter.
- The remainder of the fees is due 14 days prior to the event.
- If rental arrangement are made within two weeks of the scheduled event, all security deposits and fees are due at the time of signing.
- If the AV equipment or piano is needed, a non-refundable AV/piano fee of \$125 will be paid at the time of signing the contract.
- A non-refundable Sexton fee of \$100 for 3 hours or less or \$150 for more than three hours, will be paid at the time of signing the contract, as determined by the Rental Agent.
- Rental fee shall include time for set-up and clean-up.
- Additional fees at the hourly rate as applicable will be charged for failure to vacate the building at the time indicated on the application.

II. Sexton Assistance:

- For large events, greater than 50 attendees, and events that will be serving alcohol, or at the discretion of the Rental Agent, a sexton will be assigned by the Rental Agent to assist during the rental period.
- The Sexton will be present upon check-in to orient the renter to the building, discuss rules and responsibilities, and answer questions.
- The Sexton will return 30 minutes prior to the end of the rental period to check the condition of the building and release the renter from the building. The UUCR Rental Responsibility Release Form will be filled out jointly and signed by both parties, noting any damage to property.
- The Sexton will submit the release form to the Rental Agent, who will assess the appropriate amount of the security deposit to be returned according to the condition of the rented space, and arrange for the return of the deposit or assess an additional damage fee, if warranted.

III. Building Usage:

- For the safety of all that use our facility, UUCR is equipped with cameras to monitor those coming and going in the building. In addition, we have a secure locking system in place that only allows access to the building when scheduled.
- Either the East or West entrances can be scheduled with the Office Manager to be unlocked for the contracted time period. Under no circumstances should the doors be propped open. The West entrance has a power door opener for persons with disabilities.
- Any activity advertised to the general public shall be open to all persons without discrimination, and it shall clearly indicate the sponsoring organization.
- Renters will remain in only those areas rented, and are not permitted to use or occupy other areas of the building. Use of the playground or memorial garden is not permitted.

- No smoking is permitted in the building. Smoking is only permitted outside in designated areas, and/or not within 50 feet of a door or window.
- Parking shall be in designated marked areas only.
- No activity noise shall be heard outside the building. Noise levels within the building shall not disturb other activities occurring simultaneously.
- Rice and birdseed shall not be used.
- Existing wall hangings and decoration in the church shall not be disturbed.
- No attachments such as tape, tacks or nails shall be made to any walls, beams, ceilings, or floors.
- The renter shall provide and use dripless candles and shall provide any and all candelabra with a protective covering underneath.

IV. Set Up / Clean Up:

- Set up of chairs and tables is the responsibility of the renter.
- It is the responsibility of the renter to leave the premises clean and neat.
- All trash shall be placed in plastic bags, supplied by the renter. At the conclusion of the event, all trash must be placed inside the appropriate outside receptacles or removed from the premises. Recyclables shall be separately bagged and placed in the recycling bins in the trash area.
- Floors will be vacuumed, swept, and mopped as necessary. Cleaning supplies are kept in the labeled kitchen cabinets.
- Tables shall be stacked in the sanctuary closet, and chairs stacked on the rolling carts and stored in the corner of the sanctuary.
- All kitchen surfaces and equipment shall be wiped clean and equipment returned to its appropriate location.

- In all rooms except the sanctuary, furniture will be returned to its original place. Surfaces and floors will be cleaned as appropriate.
- If the piano or AV equipment was used, all equipment will be returned to its place and all devices shall be turned off and set back to proper levels. Any misuse of the AV equipment or piano will result in a forfeit of a portion of the security deposit.
- Additional fees will be assessed as appropriate should cleanup not be completed per the application guidelines.

V. Alcoholic Beverages:

- The UUCR Rental Agent must be notified at the time of application, if alcoholic beverages will be served.
- A Special Event or Regular Banquet license will be obtained by the as required by the ABC laws of the State of Virginia.
- All laws of the County of Fairfax and the State of Virginia regarding the consumption of alcohol on the UUCR premises and parking lot will be observed.
- Full regulations are found on the Virginia ABC website <http://www.abc.virginia.gov/> . Generally an ABC one-day license is **REQUIRED** if any of the below conditions exist:
 - If open to the public or notified by the Agent that any other meetings are going on simultaneously (Piano lessons, knitters, AA, etc.);
 - Hard liquor is served;
 - Money is exchanged as admission fee or otherwise;
 - Alcohol is purchased wholesale;
 - Attendees are allowed to bring their own alcohol;
 - Food is not served in conjunction with the rental.

- Cash bar is not permitted.
- Alcoholic beverages shall not be stored on the premises in advance of an event, and they must be removed from the premises immediately upon the closure of the event, including any open bottles or containers.
- A sign will be placed at the two main entrances "UUCR Closed for Private Event – Date / Times".
- Alcohol service must cease one hour prior to the end of the rental.
- Alcohol may not be consumed beyond the sidewalk.
- The individual/organization renter shall hold UUCR harmless for any liabilities of any sort allegedly associated with the use of alcoholic beverages on these premises. The individual/organization renter shall continuously supervise the service of alcoholic beverages.

VI. Liabilities:

- It is agreed that the renter shall hold harmless the Unitarian Universalist Church in Reston (UUCR) Virginia from injury to any person(s) or damage to any property that may be owned or used by the renter contracting for the use of the church facilities under this agreement.
- Additionally, it is agreed that the renter will not do anything within the facilities or grounds that would jeopardize or prejudice the UUCR's insurance policy.
- Additionally, it is agreed that the renter, contracting for the use of this church shall indemnify UUCR, its officers, Board members, agents and employees from any liabilities, suits, tortuous claims, actions, demands and costs arising from injuries to persons or property of any kind in the execution of this contract.

- Additionally, it is agreed that the renter shall be liable to the UUCR for any damage to the church property, apart from normal wear and tear. Any damage will be discussed with the host and subtracted from the security deposit before being returned by the Rental Agent.
- Additionally, renters who do not vacate the building at the contracted time will be charged additional rent, which will be subtracted from the security deposit before being returned by the Rental Agent.

VII. Cancellation/Refund:

- A cancellation refund will be given if the request is received in writing 30 days prior to the event.
- One half of the rental fees will be forfeited for cancellations from 14 to 30 days in advance.
- There will be no refund of rental fees for cancellations less than 14 days in advance of the event.
- Security deposits will be refunded in full in the event of cancellation, regardless of notice.
- Any cause beyond the control of the church, which renders the building un-rentable, necessitating cancellation of the event by UUCR, will result in all fees being refunded with no further liability by the church.

I, the renter, have read these Rules and Responsibilities and agree to abide by them while renting at UUCR.

Renter’s signature: _____ Date: _____

Rental Agent’s signature: _____ Date: _____