

Little River United Church of Christ Facility Use Policy

Preface

Little River United Church of Christ (LRUCC) is a community of faith in God, empowered by the Holy Spirit for active fulfillment of Christ's command to love our neighbors as ourselves and to love one another as God loves us. LRUCC is an open and affirming congregation that celebrates diversity, independent thought, and faithful action.

LRUCC is fortunate to have a building and grounds that are suitable for a wide range of activities. Use of these facilities by members of the congregation strengthens our Christian life through wholesome social fellowship. We are pleased to offer the use of our facilities to groups from the wider community as an outreach ministry. It is expected that all Users of church facilities will recognize it as a privilege and will conduct their activities in a manner that is respectful of the property.

General Policies

1. All requests to use LRUCC facilities must be submitted to the church office by completing a Facility Use Application. The application can be mailed in hard copy, or submitted via email to office@lrucc.org. The church office staff will maintain a file of approved facility use requests and a calendar of all scheduled use of church facilities.
2. LRUCC-sponsored programs and events have first priority. After that, requests will be granted at the discretion of church staff in consultation with the Board of Trustees. Events sponsored by an LRUCC member are not LRUCC-sponsored events.
3. No Facility Use Application will be accepted more than four months in advance, except in the case of weddings, which can be scheduled up to 12 months in advance. All applications should be submitted at least 30 days in advance of the requested date(s).
4. Requests for continuing use over an extended period of time must be renewed annually.
5. Except as an extension of LRUCC's ministry, commercial or profit-making activities are prohibited under church policy.

6. LRUCC is not responsible for injuries or illness caused by food or drink served at events occurring on church property but sponsored by an auxiliary organization (as defined in Article XIII of the LRUCC Constitution and By-Laws) or by an individual.
7. Rental fees for one-time use must be paid in full no later than two weeks before the event. A schedule for payment of fees for continuing use over an extended period of time will be negotiated with each User.
8. No alcohol is permitted to be served or consumed on LRUCC premises, with the exception of a toast to the couple at a wedding reception, and only within the applicable rules of the Virginia ABC board. No smoking is permitted on LRUCC premises.
9. The listed fees do not apply to the Annandale Cooperative Preschool, with which LRUCC has a separate agreement.
10. The listed fees do not apply to staging for or conducting religious services (*e.g.*, weddings, baptisms, memorial services, etc.) for LRUCC members, nor do they apply for receptions sponsored by LRUCC in conjunction with such services. Members are required, however, to pay a flat \$35 fee for custodial or sexton services if any are necessary for their event.
11. The listed fees may be reduced or waived at the discretion of the pastor(s) or the Board of Trustees.
12. Any use of LRUCC facilities for worship, and any use of the Sanctuary, must be approved by the Board of Deacons.
13. Use of the kitchen is by special permission and requires an orientation session in advance.
14. Use of the nursery is available upon special request, with approval of the Board of Trustees.
15. There are more specific requirements to which each User of LRUCC's facilities must agree as specified in the Facility Use Application.
16. All rental times listed include set-up and break-down. Each User of LRUCC space is expected to return it to the condition it was in prior to their event(s), including placement of furniture. If the User wishes to have LRUCC's

sexton take care of set-up or break-down, there will be an additional charge of \$35/hour of sexton time.

17. If no LRUCC staff will be on hand for the event, the User will be responsible for picking up a key to the church ahead of time, and leaving a \$50 deposit.
18. Use of LRUCC pianos, organ, handbells, or any other musical instruments/equipment must be approved by the LRUCC Director of Music.
19. Weddings held at LRUCC must be conducted in accordance with the *LRUCC Wedding Policy* (<https://www.lrucc.org/s/weddingPolicy2015.pdf>) adopted by the Governance Board on December 9, 2015.

Schedule of fees (for non-Weddings)

<u>Room(s)</u>	<u>Charge for:</u> <u>up to 2 hours</u>	<u>each</u> <u>additional hour</u>	<u>all day</u>	<u>max capacity</u>
2, 3, or 4	\$100 each	\$40 each	\$400 each	
5/6 (Yellow Rm)	\$175	\$80	\$700	
7 or 8	\$125	\$60	\$500	20/25
Conference Rm	\$125	\$60	\$500	
Nursery*	\$175	\$60	\$550	
Choir Rm	\$175	\$80	\$700	60
Social Hall	\$175	\$80	\$700	75
Jubilee Rm	\$175	\$80	\$700	
Kitchen*	\$175	\$80	\$700	
Sanctuary*	\$250	\$110	\$1,000	230
Patio	\$100	\$40	\$400	
Parking lot	no additional charge with building use rental; parking use separate from building rental must be arranged with Trustees.			

*Rental of the nursery, kitchen, or sanctuary is subject to special requirements, as noted under General Policies.

Schedule of fees for Weddings

Sanctuary/Narthex And two dressing rooms	\$700 for up to four hours \$100/hour for additional hours
Social hall and kitchen for reception	\$500 for up to four hours \$75/hour for additional hours

Note: The marrying couple is responsible for paying musicians directly, and they are also responsible for paying the pastor his or her customary honorarium.

IN ADDITION to the fees listed above, for weddings and non-weddings, there will be a \$35/hour charge if additional sexton or custodial services are required.

Little River United Church of Christ
Building Use Application

Today's date: _____

Name of Group: _____ Profit Non-profit

Purpose of building use/name of event: _____

Name of Contact: _____ LRUCC member? Yes No

Contact address: _____

Contact phone number(s): _____

Contact email: _____

Requested for one-time use? or continuing use?

Date(s) of use: _____

Time(s) of use: from _____ to _____

Room(s) requested: _____

Number of attendees: _____

Special equipment User is bringing:

LRUCC equipment User requires, and details of set-up (tables, chairs, etc.); can draw diagram on back of this page:

Set-up or take-down assistance required: Yes No

Date and time: _____

Whereas LRUCC agrees to permit use of the church and its facilities for the above purpose, User is subject to the following terms and conditions:

User agrees that it will not use the facilities for any unlawful purpose and will obey all laws, rules, and regulations of all governmental authorities while using the facilities.

User agrees to abide by any rules or guidelines for use of the facilities attached to this agreement including that the facility is left in the condition it was when the User arrived and that all doors and windows are left secured. If User is the last to leave the building, User agrees to lock the front door.

User agrees that LRUCC provides no supervision or control over the facilities when being used by the User.

User shall to the maximum extent permitted by law, indemnify and hold harmless LRUCC (including LRUCC trustees, officers, directors, employees, representatives and agents, as well as its successors and assigns) against and from all costs, expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, claims and demands of every kind or nature whatsoever arising out of use of LRUCC and its facilities.

User assumes all responsibility for injury to themselves or damage to LRUCC property while using the church and its facilities. Users are encouraged to review relevant liability insurance policies for coverage.

User understands that on the rare occasion when use of the church is required due to unforeseen circumstances (*e.g.*, for funerals), LRUCC reserves the right to cancel this reservation, in which case a full refund will be made. User agrees that if s/he decides to cancel the reservation, such cancellation must be in writing (via hard copy or email), addressed and delivered to the LRUCC office, and that the rental fee will be refunded minus a 20% administrative fee. Telephonic cancellations will not be accepted. Requests to change the date of a reservation will be accommodated if possible.

User agrees that s/he has read this application, and the General Policies of LRUCC, and agrees to comply with all requirements.

User Representative

Printed name: _____

Signature: _____

Title: _____

Date: _____