



Unitarian Universalist Church of Loudoun

Kindling the Flame of Love and Justice...

20460 Gleedsville Road

Leesburg, VA 20175

(571) 252-9882

Building Rental Contract

Date: _____

Organization: _____ Website: _____

Renter/Contact Name: _____

Cell Phone: _____ Work Phone: _____

Home Phone: _____ Email: _____

Address: _____

Type of Event: _____

Number of Attendees: _____ (*maximum capacity of 77 in sanctuary, 49 in basement*)

Guidelines for Rental of UUCL Church Building

The Unitarian Universalist Church of Loudoun (UUCL) in Leesburg, Loudoun County, VA, is a liberal religious community. UUCL will rent its facility to any group or individual with a purpose, goal, ideal, or philosophy that is consistent with the broad ideals of UUCL.

All persons wishing to reserve the building must sign this contract and rental conditions document and abide by their terms.

Rental Fees

A security deposit of \$250 is required for each rental. A portion of the security deposit (amount to be determined at discretion of the church), will be held in the event of damage to the facility, content or grounds or incomplete/unsatisfactory clean-up after an event rental.

Rental hours must include time for set-up and clean-up. A late fee of \$50 per half hour will be imposed for all rentals not ending on time.

Security deposits shall be refundable (minus a \$25 administrative fee) upon written cancellation (mail or email) no later than 15 days prior to event. Cancellations made fewer than 15 days prior to event will result in loss of full security deposit.

In the event of a cancellation by UUCL due to natural disaster or other circumstances beyond our control, a full refund will be paid to renter.

May 2018; Revised
November 2022

UUCL Rental Agreement

Renter Initials _____

Date(s) & Time(s) of Rental *(must end by 10:00pm, docent fees included)*

Type of Rental	Day(s) of Week	Date(s)	Start Time	End Time	Cost
Hourly \$75 <i>(2 hr minimum)</i>					
Evening \$300 <i>(5 hours)</i>					
Full Day \$500 <i>(9 hours)</i>					
Wedding \$550 <i>(9 hours)</i> <i>3 hours rehearsal</i> <i>6 hours wedding</i>					

\$ _____ *Rental Fees* + \$ _____ *Security Deposit* = *Total Due* \$ _____

The \$250 deposit check is to be submitted with the completed application before the reservation will be confirmed. The full amount of the rental is due 30 days prior to the event or security deposit is forfeited. The full security deposit will be refunded to renter within 30 days after verification that the church was left in its original condition. Checks (more than 30 days before rental), credit card or cash are acceptable payment options.

UUCL Contact Person

Gabrielle Patterson, Office & Facilities Administrator, churchadmin@uuloudoun.org

Docent: _____, Phone: _____, Email: _____.

Conditions of Rental:

1. Fees are for use of church building and parking only. *Church shed is not available for rental use at any time.*
2. Separate arrangements must be made if renters wish to secure the services of the Minister or any other church staff.
3. The maximum total number of persons permitted in the facility for any event is 77 in the sanctuary and 49 in the basement.
4. Only table-top and free-standing decorations are permitted. There are no exceptions to this rule.
5. Candles are only permitted for temporary use during a wedding.
6. Use of incense will be reviewed on a case-by-case basis.
7. No nails, tacks, screws, staples, or paint-damaging tape may be used on the walls or ceilings, nor may any other modifications be made to the building, its electrical system, carpeting, walls, furnishings or surroundings.
8. UUCL provides exhibition space for area artists to display their work. Artwork will be removed upon request. Do not move or remove any artwork without permission.
9. Renters must leave the facility in the condition they found it. All furniture must be returned to its original position.
10. Smoking is strictly prohibited anywhere in the building at any time (including all tobacco products, e-cigarettes/vaping, and all “smokeless” products).
11. Renters should bring a cell phone to make and receive telephone calls or in case of emergency during their event.
12. Disruptive behavior is not permitted and will be grounds for immediate termination of event with loss of all fees, including security deposit.
13. UUCL observes all Loudoun County noise restrictions and requires renters comply.
14. Firearms of any kind are not permitted anywhere on the premises of our building or property at any time.
15. All persons applying for the use of the facility must be at least 21 years of age.
16. Animals are not permitted in the building, except for Service Animals.
17. All equipment or furnishings brought in by renter (including rented equipment for the event) must be removed by the end of the rental time.
18. Renters are required to do a brief walkthrough inspection of the building and grounds with the church docent at the end of the rental.

Food/Drinks and Alcohol

1. The serving of food and/or beverages must be approved by the Church Administrator prior to the event.
2. The serving of beer and/or wine must be approved by the Church Administrator prior to the event. A copy of the appropriate Commonwealth of Virginia ABC event license must be provided to the Church Administrator no later than 15 days prior to event. Failure to do so will result in cancellation of event and loss of deposit.
3. **LIQUOR IS PROHIBITED.**
4. All countertops must be thoroughly cleaned, floors must be swept and spot mopped if needed and trash removed from the premises at the conclusion of event (each day if multi-day rental). If multi-day rental, any food items must be secured in air-tight containers.
5. **Renters may not use any of the kitchen, food or craft supplies belonging to UUCL.**

Use of UUCL Name

1. The name Unitarian Universalist Church of Loudoun may not be used in notices or advertisement of this function without the written consent of the Church Administrator. Renter may only use the name of the Unitarian Universalist Church of Loudoun (UUCL) in conjunction with the address to provide the location of the event.
2. No signs may be posted on the building or grounds without the permission of UUCL.

Violation of the Terms

UUCL reserves the right to cancel any event if renter has violated the terms of this contract or any applicable laws, ordinances or regulations prior to or during use of the facility. The decision to terminate a rental contract or event shall be decided by a board member and/or staff of UUCL. UUCL is not liable to renters for any expenses incurred prior to such decision.

Confirmation & Signature

The undersigned certifies that they are at least 21 years of age and will adhere to the terms and conditions of this contract. The undersigned accepts full responsibility and liability for any damages to the building, furnishings, other contents or grounds and for the safety and behavior of all attendees and third parties engaged in the event. No alcoholic beverages are allowed in the building or on its grounds unless permission has been given and permits obtained. Tobacco products, e-cigarettes and all “smokeless” cigarette devices are never permitted in the building.

Renter:

Organization: _____ Website: _____
 Contact/Renter Name: _____ Title: _____
 Signature: _____ Date: _____

UUCL Administrator:

Name: _____ Title: _____
 Signature: _____ Date: _____

Additional Rules/Guidelines specific to this rental: