

**Unitarian Universalist Church of Loudoun**  
**Building Rental Contract**

Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Address: \_\_\_\_\_

**Guidelines for Rental of UUCL Church Building**

The Unitarian Universalist Church of Loudoun (UUCL) in Leesburg, Loudoun County, VA, is a liberal religious community. The church will rent the facility to any group or individual whose purpose is not in conflict with the broad ideals of UUCL. All persons wishing to reserve the use of the building must sign this contract. By signing this contract, renter accepts full responsibility for damages to the building, furnishings, other contents and grounds and the safety and behavior of all attendees and third parties engaged to servicing their function. Unforeseen need for additional Sunday Church Services, Church School, and associated church activities will take precedence over all other activities.

**Type of Event:** \_\_\_\_\_

Will food/beverages be served? YES NO

Will beer and/or wine be served? YES NO

*If beer and/or wine will be served, renter must provide a copy of a temporary event liquor license from Commonwealth of VA to UUCL no later than 15 days prior to event date.*

**Date(s) & Time (s) of use**

Date	From	To	Date	From	To
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Rental Fees**

The church is available for rent on an hourly basis, a full evening, Saturday rental or wedding. A refundable 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.

- o Hourly (two hour minimum): \$50/hour
- o All-Day Saturday (9:00am-6:00pm): \$400 (\$450 if priced hourly)
- o Evening (6pm-midnight): \$250 (\$300 if priced hourly)
- o Wedding (includes 3 evening hours for rehearsal & 6 hours day of wedding: \$400 (\$450 if priced hourly)

Rentals to Non-Profit groups will be discounted by 30% upon satisfactory proof of Non-Profit status.

Deposits paid shall be fully refundable upon cancellation of event no later than 15 days prior to start. Cancellations made fewer than 15 days prior to event will result in loss of deposit. An administrative fee of \$25.00 will be retained for all cancellations.

Total fees for this rental shall be: \$\_\_\_\_\_ rental plus \$\_\_\_\_\_ refundable deposit.

Renter Initials \_\_\_\_\_

## **UUCL Contact Person**

Name: \_\_\_\_\_, Phone: \_\_\_\_\_, Email: \_\_\_\_\_.

You may also contact the church Administrator, Gaye Wallen at 703-737-7644 or [administrator@uuloudoun.org](mailto:administrator@uuloudoun.org).

## **Conditions of Rental:**

1. Non-Profit groups must provide copy of their 501-c(3) registration or mission statement in order to receive discounted rates.
2. Fees are for use of building and grounds only. Separate arrangements must be made with the Minister and any other church staff if their services are to be requested.
3. The maximum number of persons permitted in the facility for any event is 100.
4. Only table-top and free-standing decorations are permitted. There are no exceptions to this rule.
5. All candles must be contained in glass holders for safety and to protect surfaces. Use of incense will be reviewed on a case-by-case basis.
6. No nails, tacks, screws, staples, nor 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.
7. UUCL provides exhibition space for area artists to display their work. Removal of all artwork must be coordinated with UUCL contact person. Do not move or remove any artwork without permission.
8. Renters must leave the facility in the condition they found it. All furniture & artwork must be returned to its original position.
9. Smoking is not permitted anywhere in the facility at any time.
10. There is no phone available for public use at the church. Renters should bring a cell phone to make and receive telephone calls during their event.
11. Destructive or disruptive behavior is not permitted and will be grounds for immediate termination of event with loss of all fees, including Security Deposit.
12. UUCL observes the Loudoun County Noise Ordinance. All music must be turned off by 11pm.
13. Flowers may be left (with our appreciation) for our worship services.
14. All persons applying for the use of the facility must be at least 21 years of age.
15. Renters may be asked to furnish references or credentials

## **Serving of Food/Drinks and Alcohol**

1. The serving of food or non-alcoholic beverages must be approved by your UUCL contact prior to the event.
2. The serving of beer and/or wine must be approved by your UUCL contact prior to the event. A copy of the appropriate Commonwealth of Virginia liquor license must be provided to your UUCL contact no later than 15 days prior to event. AT NO TIME MAY ALCOHOLIC BEVERAGES OTHER THAN BEER OR WINE BE SERVED.
3. If food and beverages are served, all countertops must be thoroughly cleaned and floors must be swept and trash removed from the premises at the conclusion of event (each day if multi-day rental).

## **Use of our Name**

1. Renter may not make use of the name of the Unitarian Universalist Church of Loudoun (UUCL) in connection with notices or advertisement of this function without the written consent of your contact person.
2. No signs may be posted on the building or grounds without the permission of UUCL.

Renter Initials \_\_\_\_\_

**Additional Rules/Guidelines specific to this rental:**

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**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 our facility. The decision to terminate a rental contract or event shall be decided by the board and/or staff of UUCL. UUCL is not liable to renters for any expenses incurred prior to such decision.

**Confirmation & Signature**

I have read and understand the Rental Guidelines as stated above. As the person taking responsibility for the Unitarian Universalist Church of Loudoun facilities on the dates indicated above I agree to abide by the conditions put forth.

Renter:

Organization \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

UUCL:

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_