

# RENTAL PACKET

Provided by Unity of Fairfax office staff  
Revised 2019-02-07



*A Spiritual Center for  
Education, Practice, and Service*

# Building Rental Policies

**FACILITY USE RULES AND REGULATIONS:** All renters agree to follow the [FACILITY USE RULES AND REGULATIONS](#) (documented separately). Failure to do so may result in a penalty fee and cancellation of event(s) without refund. Unity of Fairfax also reserves the right to deny future rental requests if the rules and regulations are not followed.

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## Building Lock-Up Procedure

All renters are responsible for the [BUILDING LOCK-UP PROCEDURE](#) which is documented separately. Be sure to have a copy of this procedure unless you have pre-arranged for a church staff representative to be responsible for lock up. You must return a signed, dated, and timed copy of the [BUILDING LOCK-UP PROCEDURE](#) form to the mailbox of the Administrative Assistant upon completion of the building closing procedure.

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## General Payment Policy

Payment is due in full by the day of your event. An invoice is provided with the contract. Multi-day events or reoccurring events may be paid in installments. Specific payment schedules which may differ from the above can be arranged with a staff representative. In such a case, the arranged payment schedule overrides the general payment policy.

### Facility Manager Fees

Payment for Facility Manager should be made *directly to the Facility Manager, Mr. Joe Smith*. Payment may be mailed to the address below or hand-delivered the day of the event. If mailed, the payment must be postmarked by the day of the event, or else subject to a late payment fee described in the [LATE PAYMENT POLICY](#). Facility Manager Fees are also included within the [EXTENDED TIME POLICY](#).

*Mailing Address:* 13784 Marsden Ct., Chantilly, VA 20151

### A/V Technician Fees

Payment for A/V Technician should be *made directly to the A/V Technician*. An invoice will be provided. Payment may be mailed to a provided address or hand-delivered the day of the event. If mailed, the payment must be postmarked by the day of the event or else subject to a late payment fee described in the [LATE PAYMENT POLICY](#). A/V Technician fees are also included in the [EXTENDED TIME POLICY](#).

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## Reservation Deposit

Events whose rental fee exceeds \$300.00 require a 50% reservation deposit, due upon signing of the rental contract. This deposit is part of the total rental fee; the remaining balance is due according to the **GENERAL PAYMENT POLICY**.

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## Cancellation Policy

All cancellations must be communicated to the church office no less than two (2) calendar weeks (14 days) prior to the event date. Cancellations made without a two weeks' notice are nonrefundable.

### Inclement Weather

Cancellations made by the Unity of Fairfax office due to inclement weather will be rescheduled at the earliest convenience or refunded the full rental fees. Unity of Fairfax is not responsible for any other expenses incurred or income lost by the renter as a result of cancellation.

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## Advertising & Marketing Policy

Unity of Fairfax does not provide advertising or marketing services for renters (with the exception of the Community News bulletin board). Examples of such services include social media posts, monthly bulletin announcements, weekly email messages, etc. In keeping with this policy, all rental events do not appear on our online church calendar.

### Community News Bulletin Board

Unity of Fairfax offers members and visitors the opportunity to post a flyer or poster—for either Unity-sponsored or non-Unity events—on our general Community News bulletin board, located on the wall across from the restrooms. Renters may send a flyer or poster for their event to [admin@unityoffairfax.org](mailto:admin@unityoffairfax.org). Only a staff representative may physically post a flyer or poster. Unauthorized posts will be removed promptly. Submitted items will be posted for a maximum of one (1) calendar month.

### Renter-Initiated Advertising

When advertising your event, please include the following disclaimer:

*“This event is not sponsored by Unity of Fairfax, its Board of Trustees, or its staff members.”*

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## Penalty Fees

Contract violations are subject to additional penalty fees including but not limited to the following:

### Change Policy

Once a contract is signed, any changes to the agreed upon terms are subject to a \$50 change fee. Changes include but are not limited to: change of time, change of date, change of room, addition of dates, and addition of time.

### Late Payment Policy

Late payments accrue a \$50.00 penalty fee *each week* past due.

### Extended Time Policy

Rental fees include set-up and break-down time. Unity of Fairfax does not provide set-up or break-down services. Events that extend beyond their contracted times are subject to an additional \$50.00 fee *plus* the total rental price of the run-over time.

### Policy Violations

Failure to comply with [FACILITY RULES AND REGULATIONS](#), [BUILDING LOCK-UP PROCEDURE](#), and all other Unity of Fairfax Rental Policies are subject to additional penalty fees.

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## Rental Fees

(as of January 1, 2019)

Rental fees are on a per-hour basis. Rooms are not rented on a half-hour basis.

ROOM	WEEKDAY	WEEKNIGHT	WEEKEND
<b>Sanctuary only</b>	\$100.00	\$150.00	\$200.00
<b>Sanctuary w/Atrium</b>	\$150.00	\$200.00	\$250.00
<b>Atrium only</b>	\$50.00	\$75.00	\$100.00
<b>Atrium w/Kitchen</b>	\$100.00	\$125.00	\$150.00
<b>Kitchen</b>	\$50.00	\$75.00	\$100.00
<b>Sanctuary, Atrium, Kitchen</b>	\$200.00	\$250.00	\$300.00
<b>Conference Room</b>	\$50.00	\$75.00	\$100.00
<b>Classroom (each)</b>	\$25.00	\$50.00	\$75.00

### Time Definitions

**Weekday:** Monday through Friday, 8:00 a.m. to 6:00 p.m.

**Weeknight:** Monday through Thursday, 6:00 p.m. to 12:00 a.m.

**Weekend:** Friday 6:00 p.m. through Sunday 10:00 p.m.

Additional Fees (*draft*)

<b>Facility Manager</b>	\$75.00 per hour
<b>Sound System</b>	\$75.00 per hour
<b>Piano</b>	\$75.00 per hour
<b>AV Technician</b>	\$25.00 per hour

Some fees may be open to negotiation. Please contact our office for more information.

# Facility Use Rules and Regulations

1. Treat your use of this facility with respect for its primary purpose as a spiritual haven, where people come to be spiritually renewed, refreshed, and led in nurturing their spirits.
2. Children 8<sup>th</sup> grade and under are never to be left unsupervised.
3. Use only the space that has been specifically reserved for you. Classrooms, conference rooms, the Sanctuary, the Atrium, and the Kitchen are restricted to pre-arranged use.
4. Restrooms, of course, are available to everyone for responsible use. The person in charge of your event is responsible to check the restrooms at the end of your event to assure that all is left in order.
5. Musical equipment, the Sanctuary computer, projector, screen, and all technical equipment for sound and stage light management is restricted to use by people authorized by the technical team here at Unity. Arrangements must be made in advance for use of this equipment.
6. Return chairs, desks, tables, and other furnishings to the original arrangement of each space. It is recommended to take a picture of the original layout for your knowledge prior to the start of your event. You are responsible for the set-up of your event. Unity of Fairfax does not provide event setup or breakdown for outside rentals.
7. You are responsible for following the Building Lock-Up Procedure (documented separately). Be sure you have a copy of these procedures unless you have pre-arranged for a church staff representative to be responsible for lock up. You must return a signed, dated, and timed copy of the Building Lock-Up Procedure to the mailbox of the Administrative Assistant upon completion of building closing procedures.
8. You may unlock the main exterior doors to allow participants of your event to enter the building. However, do not leave any unlocked door unattended. You or a member of your team must monitor the door when participants are arriving. Be sure to lock the door once your event begins, unless someone is monitoring the door throughout the event. It is your responsibility to provide your contact information to event participants should they arrive late once the doors are locked.
9. Do not give the side door code to anyone, including other members of your event team.
10. Use of the kitchen is contractual and subject to specific rules and regulations, which are documented separately. Be sure to have a copy if you have arranged to use the kitchen.
11. Food preparation and storage is strictly restricted to pre-arranged use of the kitchen.
12. Any presence of food or drink other than drinking water during your event is restricted to pre-arrangement in your contract or agreement.
13. Parking is accommodated in the church parking lot only. No other parking is available. If you need additional parking for your event, it is entirely up to you to make arrangements with nearby facilities.

# Kitchen Use Rules and Regulations

1. Treat your use of this facility with respect to its primary purpose as a spiritual haven, where people come to be spiritually renewed, refreshed, and led in nurturing their spirits.
2. In accordance with Unity of Fairfax's Green Policy, only use green kitchen and cleaning products. Green products are those that are compostable and recyclable.
3. Recycle bins are provided in the Atrium and Kitchen. Please be sure to recycle.
4. The stove and oven are used for *warming foods only*. The stove and oven are restricted by Fairfax County regulations from cooking any fried or grease-laden foods. No cooking of foods that produce grease-laden vapor is permitted.
5. Any church-owned platters, silverware, plates, cups, etc. that are used during your event must be washed and returned to the proper location.
6. All counter and table surfaces, including the Bunn Coffee Maker, must be wiped down and cleaned at the end of your Kitchen usage.
7. Use of the Bunn Coffee Maker, coffee dispensers, and coffee supplies is prohibited unless you have received training and approval by a staff representative.
8. No food or drink can be left after the conclusion of your event. Properly dispose of uneaten foods or beverages or take them out with you. For multi-day events, storage in the Kitchen must be pre-arranged and approved by a staff representative.
9. Do not take any foods or beverages from the refrigerator or freezer that does not belong to you.
10. All trash must be thrown away in the large dumpster located in the Parking Lot, unless permission to use the interior trash cans is pre-approved by a staff representative.
11. Any presence of food or drink in the Sanctuary is prohibited.
12. You are responsible for following the [BUILDING LOCK-UP PROCEDURE](#), which is documented separately. Be sure you have a copy of these procedures unless you have pre-arranged for a church staff representative to be responsible for lock-up.

# Building Lock-Up Procedure

## INSTRUCTIONS

As you complete each action item, place an **X** or **✓** in each box. When completed, sign the bottom of the document and place it in the Administrative Assistant's mailbox.

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## Exterior Doors and Side Door to Main Entrance

*The main exterior doors have a hex key located beneath the letter **A**, to the left of the main door. Each door has airlocks located on the handle.*

- Place hex key into hole, and turn to the left until you hear a click and the push bar pops outward. If you are inside the building, pull the door tightly to ensure door is in a locked position. If you are outside the building, push the door away from you to make sure it is closed.
- Check to make sure the side door to the main entrance area is fully closed and locked.

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## Atrium

- Close the glass fire doors between the Atrium and the entryway.
- Turn off **all** lights.

*Use the two light switches next to water cooler to turn off the recessed lights in the ceiling and the dropped lights right above the doors leading into the sanctuary.*

*Use the switches next to the bookstore entrance to turn off the recessed lights (this is the second switch for these), the wall sconces, and the chandeliers. The chandelier switch is the flat panel switch. Press the bottom of the flat panel to cause the lights to gradually fade to off.*

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## Kitchen

- Turn off all lights.
- Close the kitchen door.

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## Workroom

- Close the workroom door.

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## Sanctuary

- Be sure to close and lock outside doors.
- Turn off **all** lights.

**Overhead Lights:** *Switches are located on the two white boxes on the desk near the computer.*

- Press both of the OFF buttons to turn off the lights.

**Stage Lights:** *The switch is located on the black light box to the left of the computer monitor.*

- Slide the right-most group of 3 levers all the way to the bottom.

**Wall lights:** *The switch is located on the wall next to the entry doors to the sanctuary.*

- Press OFF.

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## Hallway

- Turn off **all** lights.
- Make sure all doors are closed and locked. Use the hex key to lock any open doors.
- Turn off the light in the main entrance. The switch is located beneath the black fire alarm panel.

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## Classrooms

- Turn **all** off lights.

**\*\*Please make sure all LAMPS are turned off throughout the building.\*\***

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## Restrooms

- Make sure the restrooms are clean and neat.
- Close the restroom doors.

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## Important Phone Numbers

Joe Smith, Facility Manager, Cell      (571) 215-7236  
Police, Non-Emergency                      (703) 691-2131  
Vienna Fire Station                          (703) 591-0273

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Time** \_\_\_\_\_

The lock up procedure is carried out to protect and ensure the safety of the staff, congregants, and tenants, as well as the property and equipment.