

Unitarian Universalist Congregation of Lynchburg Facilities Use Policy

The facilities of Unitarian Universalist Congregation of Lynchburg are available for meetings of community groups and for public and private events that are consistent with the overall goals and mission of the church.

Two spaces are available:

- The sanctuary, which seats 80-100 people for services, presentations, or concerts.
- The fellowship hall, a space approximately 25ft. by 42ft, connected to the sanctuary and with an adjacent kitchen, suitable for receptions, dinners and other events.

Rental Fees

There are two rental intervals per day of approximately 4 hours each for the Fellowship Hall and the Sanctuary: morning/early afternoon and late afternoon/evening. In defining the limits of any given interval, we shall try to accommodate your needs, but the final authority for all such decisions rests entirely with Unitarian Universalist Congregation of Lynchburg.

Fees for the use of the facilities are as follows:

Sanctuary: Half day \$300 Full day \$500

Fellowship Hall: Half day \$300 Full day \$500

A security deposit equal to the rental fee is required

Expectations (or Terms)

All spaces must be returned to their original condition after the meeting or event, including removal of trash. The security deposit will be refunded after the facilities have been returned to their original condition and the key(s) have been returned to the Administrative Assistant. Candles are only allowed in the chancel or front area of the sanctuary.

Alcohol Use

Use of alcohol in the facilities of Unitarian Universalist Congregation of Lynchburg must be in accordance with all applicable local, state and federal laws. You may need to obtain a Banquet License from the Virginia Alcoholic Beverage Control Board. The exception to this is the use of wine for communion or ritual use.

Scheduling

Use of these facilities is subject to availability, with priority given to church events and meetings or events sponsored by church members and friends. A single extra interval in the sanctuary will be permitted gratis for a wedding rehearsal if a mutually agreeable time is available. The person, including the Administrative Assistant, who shows the facilities and the Person who checks the condition of the facilities after use may be compensated for their time if it exceeds 30 minutes. Scheduling and request for climate control is done through the church's Administrative Assistant. For information and availability, call the church office at 434-528-0744.

Ministerial Services Policy

It is the policy of Unitarian Universalist Congregation of Lynchburg that the Minister reserves the right to approve or deny permission of any other clergy to perform ministerial services on the premises of, or in the name of Unitarian Universalist Congregation of Lynchburg. Please be advised that the Commonwealth of Virginia has strict guidelines for those approved as wedding officiants.

Approved September 2024

**Unitarian Universalist Congregation of Lynchburg
Facilities Reservation Form**

Name of Event: _____

Date(s): _____

Time(s): _____

Sponsoring Person or Organization: _____

Address: _____

Phone: _____

Email: _____

Category of Sponsor:

Member of Unitarian Universalist Congregation of Lynchburg

Non-profit organization not affiliated with Unitarian Universalist Congregation of Lynchburg

For-profit group or individual not affiliated with Unitarian Universalist Congregation of Lynchburg (see fee schedule above)

Facility Requested:

Sanctuary

Fellowship Hall

Will alcoholic beverages be served? Yes No

Notes or Special Needs:

Pick-up and return of keys and climate control requests should be coordinated with the Administrative Assistant. The person signing the Facilities Reservation Form and the sponsoring organization will be held responsible for all matters related to the activity. The space must be returned to its original condition after the meeting or event, including removal of trash. If the facilities have been returned to their original condition, the security deposit will be refunded upon return of the key(s) to the Administrative Assistant. Please submit separate checks for facilities use and security deposit with the completed Reservation Form to: Unitarian Universalist Congregation of Lynchburg; 818 Court Street; Lynchburg VA 24504.

Person requesting facility (please print name): _____

Signature: _____