

# **WPBC Meeting Room Rental Policies and Rate Sheet 2014**

## ***General Information***

WPBC makes available to the public a variety of meeting rooms on a rental basis. The use of these spaces is subject to the policies of WPBC. Those rental policies are provided below.

## ***Categories of Renters***

### **Members –**

Members or active participants of WPBC are not charged rent for the use of the facilities.

### **Affiliated -**

Affiliated renters are organizations that are aligned with or supported by WPBC (e.g., Reston Interfaith). They pay a reduced rent for the use of the facilities.

### **Non-Affiliated -**

Non-affiliated renters are members of the general public, or organizations who do not receive financial support from WPBC.

## ***Rental Space Use Limitations***

WPBC seeks to provide the Reston Community access to affordable facility use. In order to maximize the availability of its rental space, WPBC reserves the right to place limits on the use of its public meeting rooms and sanctuary. Those limits are described below:

- WPBC reserves the right to offer its meeting rooms to groups and organizations whose values are consistent with the values of the church. WPBC will prioritize requests for space on this basis.
- WPBC reserves the right to pre-empt or reschedule a rental in the unlikely event that space is needed for a church activity such as a funeral or wedding. WPBC will make every effort to avoid such conflicts and will work with renters to reschedule their meeting or refund their rent if a meeting must be canceled.
- WPBC expressly prohibits the rental of its meeting rooms for activities in which the sponsors solicit donations either during or in advance of an event.
- WPBC limits the rental of its meeting rooms for the purpose of fund raising to recognized 501(c)(3) not-for-profit organizations, churches, and educational institutions. Proof of an organization's tax status may be requested.

## **Storage Space**

No storage space will be provided as part of the standard rental agreement. If storage space is requested, a separate fee will be negotiated. Storage space is extremely limited within the building so very few requests for storage will be able to be accommodated. Renters are expected to remove all materials from the facility between events.

## **How to Request Rental Space**

1. Pick Up a Meeting Room Use Request Form from the WPBC Office. Complete the form and return it to the attention of the church administrator.
2. WPBC will process the request and will notify you by mail within a week regarding the availability of space. If the requested rental space is available, the user will receive a rental agreement, proof on insurance form, and liability waiver in the mail.
3. Return the signed rental agreement, along with payment and proof of insurance within 21 days of receipt. At this point you will be provided with a key to the facility. For recurring rentals, the rental agreement will cover one year and the first and last month's rent will be due with the rental agreement.

## Rental Rates, 2014 Booking Season

Room Type	Capacity **	Rental Rates*		
		Member	Affiliated	Non-Affiliated
<b>Sanctuary rental</b>	100	No charge	\$63/hr	\$105/hr
Musical instruments (pianos or organ)	N/A	\$150/use	\$158/use	\$158/use
Sound System use	N/A	No charge	\$53/use	\$53/use
<b>Plaza Room</b> (5 sections)	100	No charge	\$32/hr	\$53/hr
Plaza Room (3 sections)	50	No charge	\$16/hr	\$27/hr
Kitchen	5	No charge	\$19/use	\$32/use
Outside electrical outlet	N/A	No charge	\$19/use Summer Pass - \$95	\$32/use Summer Pass - \$158
<b>Small Meeting Rooms</b> (Upstairs)	10	No charge	\$16/hr	\$27/hr

\* Excludes damage/cleaning/key deposit of \$60

\*\* Room capacity will vary with setup arrangement

### Security Deposit

A security deposit of \$60 will be charged for each rental. This deposit will be refunded provided the renter has left the meeting space in good condition and the church key is returned. Leaving the church in good conditions includes removing all event materials, taking care of trash, turning off lights, and **locking the facility** when your event is over. Please mail or drop off the church key in the WPBC church office to initiate the return of your deposit. Deposits will be returned within 30 days of the receipt of the returned key.

For recurring rentals an additional security deposit will be requested each time the meeting space is not left in good condition. WPBC reserves the right to end a rental agreement with any organization that fails to leave the meeting space in good condition.

### Food and Drink Fee

If a significant amount of food or drink will be served at the event (i.e. dinner or reception), in addition to the Room Rental (\$53/hour), a kitchen rental will be required (\$30), plus an additional nonrefundable deposit of \$250 (covers carpet cleaning fee (\$165), and a Janitorial service charge (\$85)).

If Lessee wishes to utilize the Church's dishes, flatware, pans, tablecloths, etc., the Lessee is responsible for cleaning all kitchen utensils and returning them to their original location.

No food or drink may be served in the Sanctuary without prior approval from the church.

## **Room Setup/Cleanup Times**

Standard setup/cleanup times for small meeting rooms and the ½ Plaza Room are 15 minutes before and 15 minutes after the rental period. For the full Plaza room and the Sanctuary the standard setup/cleanup time is 30 minutes before and after the scheduled rental period. Please factor your additional setup/cleanup time requirements into your booking request.

## **Rental Agreements**

Rental Agreements must be signed and returned to WPBC within 21 days of receipt. Reservations for which a signed rental agreement and payment have not been received are subject to cancellation at the discretion of WPBC.

## **Noise**

WPBC reminds renters that the church is a multi use facility. Restrictions on the volume of music or other noise generating activities will be maintained to permit multiple activities to occur simultaneously and to allow the church office to function without interruption.

## **Payment Terms –**

Payment is due in full at the time the Rental Agreement is signed, no later than 21 days after the reservation has been confirmed. Bookings that are made less than three weeks prior to the scheduled event must be paid in full within 48 hours of receiving the reservation confirmation. At the discretion of the church administrator, organizations that rent facilities throughout the year may pay rent **In Advance** on a monthly basis. Annual renters will receive a 10% discount on rental fees.

## **Fee Waiver**

Fee waivers may be granted in cases where the rental fee would prohibit offering a unique and beneficial service that furthers the mission of WPBC and its ministries and is unavailable elsewhere in the community. Fee waivers are granted at the discretion of the WPBC Board of Trustees on a booking-by-booking basis.

## **Refund Schedule**

WPBC will issue refunds for canceled reservations according to the following schedule:

- More than 21 days before the scheduled reservation - 100%
- 14 to 21 days before the scheduled reservation - 50%
- Less than 14 days before the scheduled reservation - 0%

## **Attachments:**

1. Meeting Room Use Request Form
2. Proof of Insurance Form (if applicable)
3. Rental Agreement (if applicable)
4. Liability Waiver (if applicable)