



**ARLINGTON**  
Community Church  
act justly . love mercy . walk humbly with God

# Facility Usage Policy

## Overview

The Arlington Community Church maintains facilities at 6040 Wilson Boulevard in Arlington, Virginia. While the facilities are used primarily for the ministries of the Church, the Church membership recognizes its responsibility as part of the Arlington community to allow certain uses by community organizations, local businesses, local churches, and individual members of Arlington Community Church, as long those uses do not interfere with the Church's scheduled programs and ministries. All such events are to be scheduled through the Church Administrative Staff and subject to the guidelines stated below.

## Conditions of Use

1. The facilities are available for use by local community organizations and individuals, local businesses, local churches, and individual church members when not scheduled for use by the various programs and ministries of the Arlington Community Church.
2. The use of the stated facilities must not involve any expression of religious worship that is in conflict with *Arlington Community Church's Statement of Faith*.
3. Arlington Community Church shall not be liable for personal injury, loss, or damage to personal property. The user accepts full responsibility for any such liability that may occur to them, members of their group, or any guests while on the premises.
4. Use of tobacco in any form *in* the church building is prohibited. Illegal consumption of alcohol or any illegal drug on the church property is absolutely prohibited.
5. Should the user need to cancel the scheduled event for any reason before the scheduled date, any rent payments made (when applicable) shall be returned in full. Arlington Community Church reserves the right to cancel the use of the facilities at any time with full refund of rent and/or additional fees collected.
6. Any rearranging of furniture is to be approved in advance with the Church Administrative Staff. If approval is obtained, the furniture is to be restored to its original configuration by the user immediately after the event.
7. The user will coordinate with the Church Administrator to receive a facility key in the week prior to the event. The key will be returned to the Church Administrator within 1 week after the event. Failure to return the key in this 1-week period will result in an additional charge of \$100.
8. The user agrees to pay for any damages to the building and/or its contents that occur as a consequence of the event.

## Rental Fees

1. Rental fees are based on 3-hour rental time periods. This includes the time the user will need to set-up and clean up before and after the event.
2. Rental fees begin at \$50 per room, per use (3-hour time period).
3. Additional charges may apply if the facility is required for longer than the standard 3-hour time period, and/or when the AV equipment is used (payment for technician; \$25/hour), and/or when facility furniture needs to be reset by the Church staff.
4. The user is required to submit a check in the full amount at least 7 days prior to the scheduled event. Failure to do so may result in the cancellation of the facility use
5. Following the event, a Church Representative will inspect the facility to assess if any additional charges for clean up or facility damage are required
6. Churches paying monthly rent and Boulevard Manor Civic Association are exempt from rental fees
7. The Arlington Community Church reserves the right to waive rental fees

## Facility and Equipment

1. Worship Center will accommodate 200 persons
2. The Worship Center has a high quality digital sound and projection system. Use of this equipment requires an AV technician provided by the Church. Technicians will be an additional \$25/hour (not prorated)
3. Fellowship Hall will accommodate 120 for meetings, and 80-90 for dinners. Tables and chairs are included
4. The Kitchen is a “warming kitchen” for food preparation, but not cooking. Dishes and utensils are not included with facility/equipment rental
5. Nursery will accommodate approximately 10 infants and/or toddlers
6. Children’s Play Room will accommodate approximately 10 young children
7. Classroom will accommodate approximately 15 adults

## Before and After the Event

1. Before: Coordinate facility availability with the Church Administrator, read the ***Facility Usage Policy*** and submit the ***Facility Rental Agreement***.
2. Before: Submit a check for the full amount of the rental fee.
3. Before: Coordinate with the Church Administrator to receive a facility key.
4. After: Clean up the facility and restore all furnishings to their original configuration.
5. After: Return any keys that have been used to access the facility.
6. After: A Church Representative will inspect the facility for cleanliness and condition.