

First Sterling Church Facility Rental Policy and Procedures

Updated October 30, 2024

I. Eligible Use

- A. Only one event may occur at a time in each facility. The number of guests must comply with the Loudoun County Fire Marshal's permitted occupancy limits.
- B. Reservations are accepted on a first-come, first-served basis.

II. Fees, Deposits, and Available Times of Use

A. Security Deposit:

Any damages incurred during your rental period will be assessed and invoiced to you separately as an individual charge.

B. Facility Rental Rates:

- **Sanctuary**

Available Monday through Thursday: 08 AM - 09 PM - **\$1,045** + Security Deposit - **\$500**

Maximum Capacity: 200.

These additional charges are **NOT** optional:

- Cleaning - \$250
- First Sterling AV Engineer to run sound and visual presentation - \$350

These additional charges are optional:

- Musicians/Choir (Pianist, drummer, bass player) - \$700 (based on availability)
- Soloist (Organ Player) - \$450 (based on availability)
- YouTube Streaming services - \$150
- Ushers - \$25 per usher per hour

- **Multipurpose Room**

Available Monday through Friday: 08 AM - 09 PM - **\$1,295** + Security Deposit - **\$500**

Maximum Capacity: 200. Includes kitchen facilities and 14 round tables and 120 chairs.

- These additional charges are **NOT** optional:

Cleaning - \$250

- These additional charges are optional:

Set-up and takedown of tables and chairs - \$300

- **Sanctuary & Multipurpose Room**

Available Monday through Friday: 08 AM - 09 PM - **\$1,795** + Security Deposit - **\$500**

These additional charges are **NOT** optional:

Cleaning - \$250

- These additional charges are optional:

Set-up and takedown of tables and chairs - \$300

III. Handling of Charges in the Event of Damages

First Sterling Church reserves the right to charge for cleanup and repairs for any damage occurring during the rental period. Owners will be assessed for damages and may face restrictions on future rentals until fees are paid. Failure to comply with policies may result in legal action.

IV. Cancellation Policy

Rental fees are non-refundable if cancellation occurs 10 or fewer business days prior to the rental date. Cancellations more than 10 business days in advance will receive a full refund of rental fees.

V. Pre-Use and Post-Use Inspections

Renters must conduct a pre-use inspection and report any defects. A post-use inspection will be conducted by a designated Church representative, who will report any damages. The representative's judgment regarding damages will be final unless appealed to the Church Board.

VI. Reservation Procedures

To reserve the facility, follow these steps:

- A. Fill out the form in a detailed manner at <https://www.firststerling.org/facility-rentals>
- B. You will receive an email confirming availability for your chosen date and time along with the terms of use.
- C. Accept the terms of use and proceed with online payment for your reservation to be confirmed.

VII. General Conditions of Use

- A. Chairs, tables, and other Church property must not be removed from the facility.
- B. Decorations must not cause damage. No nails or permanent adhesives are allowed.
- C. Hazardous materials, including paints and acids, are prohibited.
- D. All personal items and trash must be removed immediately after use.
- E. No food and drinks (except water) are allowed in the sanctuary.
- F. Renters must know the location and use of fire extinguishers.
- G. Adhere to the Loudoun County noise ordinance between 11 PM and 7 AM.
- H. A Church representative may monitor compliance during your event.
- I. Fireplaces and candles (other than for cakes) are prohibited.
- J. **Alcohol & Smoking** is not allowed in the facilities.
- K. Parking is limited to designated areas.
- L. No pets allowed, except service animals.

VIII. Liability

The Church and its representatives assume no responsibility for personal property or injury. Renters agree to indemnify the Church from any claims arising from their use of the facility.

IX. Enforcement

The Church reserves the right to enforce policies through appropriate measures, including but not limited to:

- A. Assessing fees for violations of rental rules.
 - B. Expelling individuals for disturbances or violations.
 - C. Seeking law enforcement assistance as needed.
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First Sterling Church Facility Rental Agreement

Please read and agree to the terms and conditions.

I/We acknowledge that we have read and understand the policies and procedures for renting the facility. Failure to comply may result in cancellation of the reservation, loss of the security deposit, and additional assessments.

Reserving a facility confirms acceptance of these terms and conditions.