

Coastal Virginia Unitarian Universalists
809 S. Military Highway
Virginia Beach, VA 23464
757-627-5371
<https://c-vuu.org/about-us/location/rental/>

Facility Usage Policy

Coastal Virginia Unitarian Universalists (CVUU) is a congregation strongly committed to promoting the inherent worth and dignity of all individuals. We welcome individuals and/or groups to use our facility— located in a convenient area for most of Southside Hampton Roads. Our large building has a variety of rooms, which accommodate small to moderate sized groups (up to 150) as well as a 200-person-capacity sanctuary, which is wired for sound and streaming video. One-time or continuing trainings, workshops, special interest classes as well as weddings and funerals can be accommodated.

You do not have to be affiliated with our church to use our facility; however, CVUU prohibits the use of its property for any purpose that may reasonably be construed to promote oppression, discrimination and/or violence in any form. Further, due to tax implications, we cannot rent to partisan political groups for campaign activities or fundraising. If an outside group advertises a program to be held at CVUU, it must include a disclaimer stating, "This event is not sponsored by or associated with Coastal Virginia Unitarian Universalists." If there is a question about the appropriateness of a proposed rental, the CVUU Board of Directors will determine if the rental is accepted.

All rooms are wired for Internet. The Sanctuary is also wired for live streaming (the sexton will arrange both sound and cameras). The Board Room and the Conference Room come furnished with "board tables" around which the chairs are placed. Other rooms have chairs and tables which need to be set up in the configuration you desire. **The use of our tables and chairs is included in the fee; however, you are responsible for set-up and take-down of whatever tables and chairs you need.** We have three types of folding tables: 10 large round tables (10 tops), 10 small round high-top tables, and 17 6' rectangular tables that seat 6 - 8 comfortably.

The fee structure for various rentals can be found on the attached fee sheet. As noted, non-profit groups whose missions support the mission of CVUU are allowed a reduction in rent. Inclusion in this category is determined by CVUU's Board of Directors. Congregants, of course, receive the lowest rates.

We look forward to working with you to make your event a successful one!

**Rooms for Rent at Coastal Virginia Unitarian Universalists
809 S. Military Highway
Virginia Beach**

The Sanctuary

This is the largest space for rent. The maximum capacity is 200.
Audio capabilities (music must be on CD or USB Drive)
Live streaming capability.



Social Hall
Main Floor
2200 Square Feet
Adjacent to Sanctuary/Kitchen



Whether you want a stand-up reception or a place for a sit-down meal, our Social Hall can accommodate your needs. It's a big room—so you could even configure a dance floor!

Foyer
Main Floor
Adjacent to Sanctuary
896 square feet



Large Meeting Room
2nd floor
Assessable by elevator/stairs
Can easily accommodate 50



Conference Room
2nd floor – Room 201
Accessible by elevator or stairway
Seats 12 comfortably



Board Room
2nd floor – Room 206
Accessible by elevator or stairway
Fits 10 comfortably around table



Small Group Meeting Room

2nd floor – Room 207

Accessible by elevator/stairs

Comfortably seats 20



3rd floor multipurpose room

Counter with sink

Great open space

1435 square feet

Accessible by elevator/stairs



SPECIFIC CONDITIONS FOR USE OF THE
FACILITY

- a. The Office Manager or Rental Team can assist renters in creating a package of services for any custom event not covered directly by this policy.
- b. A completed Facility Usage Agreement must be submitted to the Office Manager along with the required deposit. 50% of the invoice is required at the time of booking. The remainder is due 30 days prior to the event.
- c. A cleaning fee of will be assessed, but will be refunded if the rented areas are returned to their original state (any moved tables and chairs returned; any trash removed; no obvious damage observed). The cleaning fee equals the one-hour rental rate for the room(s) rented.
- d. If an officiant (other than CVUU's minister) is desired, they must contact the CVUU minister regarding the details of the arrangement.
- e. Eating and drinking are prohibited in the Sanctuary.
- f. Smoking is not permitted anywhere in the building.
- g. No firearms or dangerous weapons are allowed on C-VUU's property.
- h. CVUU assumes no responsibility or liability for the loss or damage to any property belonging to the organization or persons using the facility.
- i. A sexton is CVUU's representative and will be assigned for each rental. If the renter has questions about any of CVUU's equipment or building, the sexton can provide that information. For meetings, the sexton will be available at the church 30 minutes before the beginning of the meeting and 30 minutes after the meeting.
- j. The renter of the facility assumes responsibility for any damage done to the facility or premises during the event.
- k. CVUU cannot guarantee parking availability beyond the 126 is this handicapped) paved parking spaces on our lot.
- l. All information submitted on the application must be legible in order to accept the agreement.
- m. By signing a facility usage agreement, the individual, organization, or representative understands and agrees to the above conditions, responsibilities, and monetary obligation.

Printed Name _____

Signed: _____ Date _____

CVUU Representative _____ Date _____

Rental fees

Space	Outside Organizations	Outside Organizations with an established relationship with CVUU	CVUU Member' s Private Event*	Description
Sanctuary and lobby	\$300/hr.	\$225/hr	\$110/hr	The listed fee includes the sexton fee. The Sexton will open/close the church and operate basic lighting and sound services in the sanctuary. If a CVUU member is hosting the event and has a qualified sexton volunteering for this duty, the sexton fee is waived Any music you want played must be on a CD or USB drive. Any other services or sound formats will require advanced arrangements – additional charges will apply.
Social Hall	\$130/hr.	\$100/hr	\$50/hr	
Sanctuary and Social Hall	\$400 /hr.	\$300	\$150/hr	See above
Ticketed event utilizing Sanctuary and Lobby	\$300/hr.	\$225/hr	\$110/hr	See above
Large wedding package	\$3000 (M-Sat) \$4000 (Saturday) (\$500 refundable cleaning fee)	n/a	Cost of sexton + refundable \$500 cleaning fee	Includes: 1 hour rehearsal in Sanctuary 6 hours in Sanctuary/Social Hall on the wedding day. 2 small rooms for wedding party Pre-recorded music (CD or USB) and lighting for service.
Small Wedding package	\$650 (\$250 refundable cleaning fee)	n/a	Cost of sexton + \$250 refundable cleaning fee	Includes 2 hours in Sanctuary/Foyer on wedding day plus 1 hour rehearsal and 2 small rooms for the wedding party.
Lobby	\$105/hr.	\$80/hr	\$40/hr	
Large Meeting Room	\$105/hr.	\$80/hr	\$40/hr	
Small meeting room	\$80/hr.	\$60/hr.	\$30/hr	
Outside Gathering Area or front lawn	\$105/hr.	\$80/hr	\$40/hr	
3 rd floor Multi-purpose room	\$90/hr.	\$70/hr	\$35/hr	
Kitchen	\$130/hr.	\$130/hr	\$100/hr	Requires a certified food service manager and kitchen manager

All rentals require a 50% deposit at the time of reservation. If an event is canceled six months prior to the event, ½ of this deposit will be refunded. Any other cancellation will result in the forfeiture of the entire deposit.

Chairs and tables are included in the rental price; however, table and chair coverings are not.

As noted, renters must set up and take down tables and chairs for their event (this is not the Sexton's responsibility). The sexton will help you locate tables and chairs and other necessary items.

Renters are responsible for returning the room to its original condition. Further, floors should be swept, any spills cleaned up, and all trash taken to the dumpster located in the parking lot. Renters who complete these tasks will have their cleaning deposit refunded. Fees are usually 1 hour of the room's rental fee. Large weddings require a \$500 fee, while small weddings require a \$250 fee.

This agreement is between the Coastal Virginia Unitarian Universalists and:

Contact Person: _____ Phone: _____

Address: _____ email _____

Event Name _____ Event Date _____

Event Time _____ Is this a recurring event? No Yes, if yes, note the subsequent rental needs.

Discounts given: Congregational Member Group Promoting UU Values None Wedding Package

Room	Hours	Cost	Room	Hours	Cost
Sanctuary & Foyer			Small Group Meeting (207)		
Sanctuary & Social Hall			3 rd floor Multipurpose Room		
Conference Room (201)			Social Hall		
Board Room (206)			Bride's Room		
Foyer			Outside Gathering Area		
Kitchen					

Total Room Cost: \$ _____

Other Fees _____

Total Fees..... _____

Deposit.....Date Paid _____ Received by _____ Amount _____

In the event you wish to cancel your reservation, 50% of this deposit will be refunded if the event is over 6 months away. Any other cancellations will result in a forfeiture of the deposit.

Balance (due 28 days prior to event) _____

Refundable Cleaning Deposit _____

Total Due _____

Printed Name _____

Signature _____ Date _____

CVUU Representative _____ Signature _____

Amount Received _____

Questions? Please email office@c-vuu.org or call 757-627-5371 ext. 1

Payment Options: You may use cash, check, credit or debit card.