

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 which seat 6 - 8 comfortably.

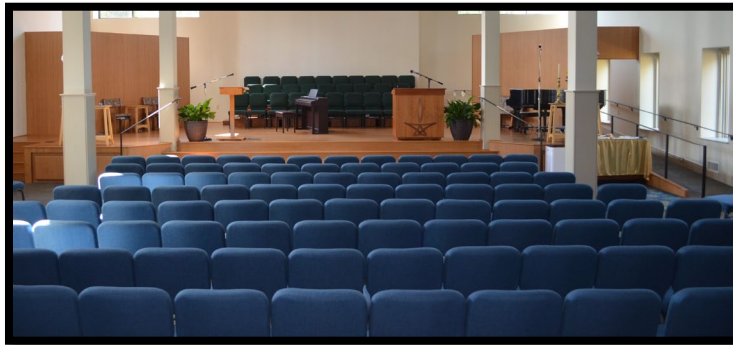
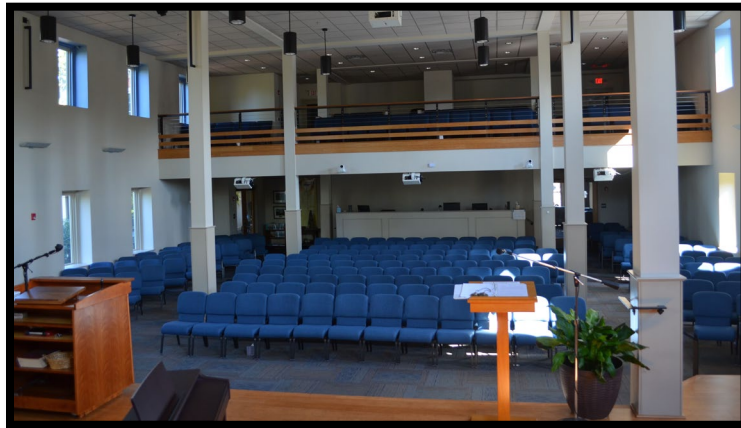
The fee structure for various rentals can be found on the attached fee sheet. As noted, non-profit groups whose missions support the mission of CVUU are allowed a reduction in rent. Inclusion in this category is determined by CVUU’s Board of Directors. Congregants, of course, receive the lowest rates.

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 “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



**Conference Room**  
2<sup>nd</sup> floor –Room 201  
Accessible by elevator or stairway  
Seats 12 comfortably



### **Board Room**

2<sup>nd</sup> floor – Room 206

Accessible by elevator or stairway

Fits 10 comfortably around table



### **Small Group Meeting Room**

2<sup>nd</sup> floor – Room 207

Accessible by elevator/stairs

Comfortably seats 20



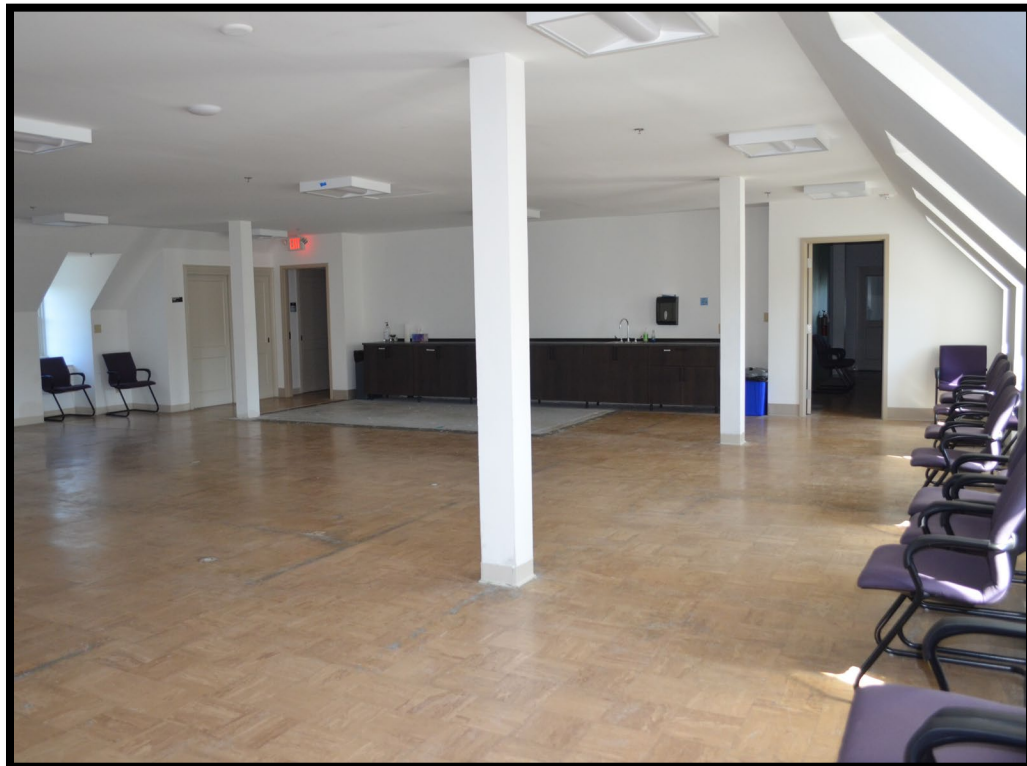
### **3<sup>rd</sup> floor multipurpose room**

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 arrangement details.
- 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 will be able to provide that information. For meetings, the sexton will be available at the church 30 minutes prior to 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 for the agreement to be accepted.
- 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 \_\_\_\_\_

Price Sheet--revised 7/1/24

Space or Service	Outside organizations, non-profit groups, individuals, service organizations unrelated to CVUU	Outside Organizations with an established relationship with CVUU	CVUU Member's Private Event	Description
Sanctuary and lobby	\$360 per hour	\$270 per hour	\$130 per hour	Basic rental fee includes Sexton fee to open/close the church, and operate basic lighting and sound services. In the sanctuary, Any music that you wa played must be on a Compact Disk (CD) or a USB Drive. For any other services or sound formats, arrangements must be made in advance and additional charges will apply.
Sanctuary and social hall	\$480 per hour	\$360 per hour	\$180 per hour	(See above)
Ticketed events of 150 persons or more utilizing the Sanctuary and lobby	\$360 per hour	\$270 per hour	\$130 per hour	(See above)
Large wedding package (weddings get use of two small meeting rooms--see Wedding Brochure for details)	\$3,000 on Mon - Friday, \$4,000 on Saturdays,	n/a	\$500	Includes 6 hours for service in Sanctuary, reception in Social Hall, 2 small rooms for wedding party (celebrants and attendants), 1 hour in Sanctuary for rehearsal, and Sexton fee to open/close the church and operate basic lighting and sound services.
Small wedding package (see wedding brochure for more details)	\$650	n/a	\$250	Includes 1 hour for service, 1 hour rehearsal, 2 hours lobby reception and Bride's room (does not include sound and lighting support).
CVUU Member Private Event in Sanctuary and lobby without Sexton Services	N/A	N/A	\$180	CVUU Member hosting event must have completed Sexton Training and member must be approved by the Board
Reception Lobby	\$125 per hour	\$95 per hour	\$50 per hour	A Member of CVUU must the event and act as Sexton, else additional Sexton hourly fee will apply
Social Hall	\$160 per hour	\$120 per hour	\$60 per hour	(See above)
Large meeting room	\$125 per hour	\$95 per hour	\$50 per hour	(See above)
Small meeting room	\$95 per hour	\$65 per hour	\$35 per hour	(See above)
Outside Gathering Area or Front Lawn	\$125 per hour	\$95 per hour	\$50 per hour	(See above)
3rd Floor Multipurpose Room	\$110 per hour	\$85 per hour	\$40 per hour	(See above)
Kitchen	\$200 per hour	\$160 per hour	\$100 per hour	<b>**CVUU's Kitchen Manager must be on site while Kitchen is in use; includes \$30 per hour Kitchen Manager</b>
Minister's Honorarium	Please contact the minister for the Honorarium amount at Minister@c-vuu.org.			
Cleaning Deposit (refundable if returned to original pre rental state)	\$500 for Lrg Wedding Package, \$250 for Sm Wedding Package, Deposit equal to two hours rental fee for hourly rentals			
<b>A 50% deposit is required at time of reservation. An additional cleaning deposit of \$500 will be assessed on each rental. The cleaning deposit is due 1 week before the scheduled rental. If the event is canceled more than 6 months prior to the event, 50% of the deposit is refundable. Cancellations within 6 months of the event are forfeited.</b>				
<b>After the event, any part of the deposit that is not part of the rental/services fee will be refunded. If the event runs over the reserved time, the additional time used will be deducted from the cleaning deposit.</b>				

This agreement is between the Coastal Virginia Unitarian Universalists and:



Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ email \_\_\_\_\_

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Event Times \_\_\_\_\_ Rental Times (to reflect times for set up and clean up) \_\_\_\_\_

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 <sup>rd</sup> 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](mailto:office@c-vuu.org) or call 757-627-5371 ext. 1

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