



Church of the Holy Comforter
543 Beulah Road, NE Vienna, VA 22180
703 938-6521 Fax 703 281-1360

Facility and Property Use & Rental Policy Guidelines

Mission Statement

The Church of the Holy Comforter exists to help our community and world know the transforming love of God in Jesus Christ. We welcome all people into a generous Christian community where they may encounter God's transforming presence in worship, be formed with others in the way of Christ through intentional formation and be empowered to live out their faith through engagement in God's mission of healing and reconciliation in a rapidly changing world.

Welcome! The Episcopal Church of the Holy Comforter (CHC) is committed to extending a warm welcome to individuals and groups in our physical facility as well as our worship services. We offer our facilities for activities that have a natural relationship with the Mission Statement and the core values of the church and contribute to the well-being of our community.

Our facilities are an important resource for the life of our parish. In opening our doors to others, we are expressing our desire to connect with the community around us, practice the vision of Christ by extending our bounty to others, and be a vital presence in our community. We want to share our beautiful facility by offering a safe and comfortable environment for people to gather.

FACILITY USE AND RENTAL PROCESS:

Step 1: Determine if the event or activity is in accordance with our Mission Statement and the core values of the CHC.

Step 2: Select a space that fits the purpose of your meeting/event.

- Online: View rooms on our website at: www.HolyComforter.com
- By telephone – Call the church office at 703-938-6521 for information.
- In Person—Call ahead to schedule a visit to tour the facilities.
- By email—send an email to: rentals@holycomforter.com

Step 3: Contact CHC by telephone or email to connect with a Facility Advisor to discuss the availability and suitability of the space. The CHC **Facilities Manager** will assist you walk through the use process.

Step 4: Schedule an on-site visit or talk with the **Facilities Manager** by telephone or email for questions. This step includes potential rental fees, security deposit, insurance coverage, kitchen use (if applicable), and the details of your expected usage. If you and CHC are both satisfied with the arrangements, a pending reservation for your event can be made.

Step 5: Read the Rental Packet including:

- Building Usage & Rental Policy Guidelines

- Approved Caterers & Vendors List (if applicable)
- Catering & Event Food Information Form (if applicable)
- Kitchen Policies and Procedures (If applicable)
- Sustainability Guidelines
- Kitchen & Room Checkout List

Step 5: Print and complete the Facility Use Request Form and submit payment of your deposit to secure the reservation. Once CHC receives your completed Facility Use Request Form and payment, you will be contacted within three business days to confirm availability, review any special requests, verify applicable charges and confirm your reservation. Payment can be made using cash, check or credit card.

Step 6: Insurance forms and any forms for the kitchen, equipment, caterer or any special services, must be returned 30 days prior to your event.

Step 7: If needed, before the event, the **Facilities Manager** or designated Point of Contact (POC) will meet with you to ensure that your space is set to ensure a successful event.

Step 8: If a security deposit was required it will be returned within 30 days after your event date provided there are no violations of this Facility Use Agreement.

In general, meetings that require no special set up or cleanup are the easiest to schedule and the least costly. Events that include food, alcohol and special equipment are the most complicated and more costly. We are interested in helping you have a good experience in our

Attention: Consider time needed for any deliveries, to set-up and decorate, and for clean-up when determining start and end times for your rental. One hour setup time and one hour breakdown time should be added to your event time for rental purposes.

RENTAL FEES & PAYMENT

Payment of 50% of the rental rate and other fees are due when your reservation is booked. Calculate this payment by completing the Facility Use Request Form. If you need assistance with the fee calculations, please contact the **Facilities Manager** at rentals@holycocomforter.com.

The remaining 50% of the fees, plus the security deposit, are due 30 days prior to the event date or in full if the rental occurs less than 30 days from the event. A payment plan is available for multiple date clients.

We accept cash, check, or credit /debit card. Requests received less than 14 days prior to event must pay in the form of cash, or credit /debit card.

The **Facilities Manager** will determine the appropriate staffing level required for your event. If additional staff is deemed necessary, an additional On-Site staff fee will be added to your rental charges.

Non-profit groups must provide proof of 501(c) (3) status at the time of booking.

SECURITY DEPOSITS

In addition to rental charges and equipment/staff fees, all clients are charged a security deposit. The security deposit amount varies based on the type of use. Security deposits are 100% refundable provided the following conditions are met:

- The room and facility (including outside) are left in a clean and orderly condition per the [Kitchen Checkout List](#) and [Room Rental Checkout List](#).
- Use of the area does not exceed the scheduled time and no additional staff time is required.
- The area and its contents, including equipment are accounted for and undamaged.
- All rules and procedures governing alcohol consumption and smoking/vaping are met.
- All rules and policies governing CHC facility use are met.

If the above conditions are not met to the satisfaction of the Facilities Manager, an appropriate fee will be deducted from the security deposit. If cleaning and/or repair costs exceed the amount of the security deposit, the client will be billed. Repairs will be billed at the full replacement cost incurred, including labor.

INSURANCE

For Non-CHC Programs and Ministries, insurance is required. Proof of insurance must be supplied to the **Facilities Manager** before your event takes place.

Please note that personal homeowner's insurance cannot be accepted.

For Corporations and Nonprofits: Corporations and registered organizations (profit and nonprofit) can supply a copy of their group's existing policy, which must include:

1. Commercial Certificate of Liability Insurance with:

- **Church of the Holy Comforter Episcopal Church** listed as additional insured.
- Coverage in the amount of \$1 million per occurrence.
- Liquor liability included and indicated on the policy (if served).

2. Separate additional insured endorsement.

For individuals or individuals representing affiliated groups: For all private events (and corporations or organizations that cannot supply an adequate existing policy), special event insurance can easily be obtained by purchasing a single event policy through various vendors.

1. Certificate of Liability Insurance with:

- **Church of the Holy Comforter Episcopal Church** listed as additional insured
- Coverage in the amount of \$1 million per occurrence
- Liquor liability included and indicated on the policy (if served)

2. Separate additional insured endorsement

CANCELLATION AND RESCHEDULING POLICY

All reservation cancellations must be made in writing. Email is acceptable.

- Cancellations made 30 or more days prior to the event will result in a full refund of the rental fees paid, less an administrative fee of \$25 (\$100 for the MMMC).
- Cancellations made 14-29 days prior to the event will result in a charge of an administrative fee of \$30 or 50% of the rental fees paid (whichever is greater).
- Cancellations made 0-13 days prior to the event will result in no refund of the rental fees.

Requests to change the time or date of an event must be submitted in writing. Approval is subject to facility and staff availability. Any additional rental or administrative fees must be paid in full at the time of the change. Date changes will be treated as a cancellation and new reservation.

SITE VISITS

Clients are encouraged, and may be required, to arrange a site visit to receive a facility orientation, and answers to event-related questions. The **Facilities Manager** will contact you to make an appointment if needed. Scheduling is subject to staff and facility availability.

DAY OF YOUR EVENT

The facility will be open to you only at the time specified on your Rental Agreement. For any issues on-site, please contact the **Facilities Manager** or your designated POC. Please remember that the grounds and building may be in use by multiple groups on a particular date, so we ask that you not enter the facility until your designated user time and that you depart when scheduled and be respectful of other groups.

SET-UP & TAKE DOWN

CHC's Staff will assist with the needed set up of equipment for your event, as indicated on your rental agreement.

All items brought into the facility by the client must be removed by the end of the rental period. The client must remove all food, materials, non-Church equipment, decorations and garbage. Refer to the Kitchen Checkout List and Room Rental Checkout List for the list of tasks you are required to complete at the conclusion of your event. It is your responsibility to properly dispose of all trash and leave the facility clean and intact. Your onsite POC will assist you in locating cleaning supplies and the dumpsters. Tables stained as a result of your use will be assessed a cleaning fee. At the conclusion of your event, you must complete the Kitchen Checkout List and/or the Room Rental Checkout List and submit it to your POC on duty.

LOADING & DELIVERY

Deliveries and pickups, if any, must be scheduled during your rental setup and cleanup hours unless prior arrangements are made with the Facilities Manager. Use your designated entrance for loading and unloading unless otherwise approved by **Facilities Manager**. Do not block building entrances. Facility staff is not authorized to sign for your deliveries. Due to space and security concerns, items cannot be stored prior to or following your event.

FOOD & BEVERAGES

Food and beverages are welcome in every room, except the Sanctuary and by exception St. Mary's Chapel. A large commercial-type kitchen is attached to the Ministry Center on the main floor. Use of the kitchen appliances and/or equipment for food and beverage preparation, serving or refrigeration must be approved during the reservation process and may involve an additional charge. The client is responsible for the care and condition of any equipment being used and must clean all equipment used and fill out the **Kitchen Checkout List** and submit to the Facility Manager or your on-site CHC POC before departing.

Based on your event needs, CHC may be able to provide use of the Kitchen for the period specified (it is included with MMMC rentals). Please talk with the **Facilities Manager** about any needs you have.

If a client plans to serve food (catered or not) they must fill out the **CATERING AND EVENT FOOD INFORMATION FORM-AGREEMENT**.

Clients may bring in their own food but to do so, must sign a **FOOD-BEVERAGE WAIVER AND INDEMNIFICATION AGREEMENT** if they do.

Clients may also have catered food delivered to CHC or have the event fully catered (details below).

Catering

CHC allows clients to use approved caterers. Approved caterers will have a copy of their business license and a certificate of insurance on file with CHC.

If you plan to hire a caterer to provide services and/or food, the following must be submitted prior to your event if they have not provided one already:

1. Please check '**Yes**' on the catering information line of the Facility Use Request Form.
2. Fill in the **Catering and Event Food Information Form-Agreement** and submit with your Request form or provide as soon as you make the decision but not later than 10 days before the event.
3. Verify with the CHC Facilities Manager that the caterer is 'approved' for events at CHC.
 - If your caterer of choice is not approved: You must have the caterer or yourself provide to CHC:
 - *Copy of Caterer's current Business License.*
 - *Certificate of Insurance from the caterer is required that states a minimum amount of General Liability of \$1,000,000 per occurrence and lists 'The Church of the Holy Comforter, 543 Beulah Road NE, Vienna, VA 22180' named as an additional insured and certificate holder.*
 - If your caterer is already approved: You do not need to do anything further.

Caterers are responsible for cleaning any areas used and filling out and abiding by the **Room Rental Checklist** and **Kitchen Checkout List** which must be signed by the Client.

Alcoholic Beverages: The Diocese of Virginia Alcohol policy calls on each church member to use alcohol in appropriate and thoughtful ways so that people are not put in a position that compromises their membership in the Body of Christ or their own integrity, or that threatens the

life of another with their actions. Consistent with that guidance, CHC has established the following policy:

1. Alcoholic beverages served at on church property requires approval directly with the Rector.
2. Any beverage container which contains alcohol must always be clearly labeled as such, and non-alcoholic alternatives must always be offered with equal accessibility and attractiveness.
3. Food must be served when alcohol is present.
4. Virginia state law forbids selling alcoholic beverages without a license.
5. Alcoholic beverages may not be served to anyone under the legal drinking age in the State of Virginia.
6. The serving of alcoholic beverage at events should not be publicized as a primary attraction of the event. However, the planned presence of alcoholic beverages may be mentioned in an accompanying explanatory text.
7. Any alcoholic beverage or beverage container remaining at the end of a given event should be promptly removed from the premises or stored in a secure location in order to prevent use by unauthorized persons.

DECORATIONS

Freestanding decorations are allowed, and clients are responsible for removing them at the conclusion of your event. Please be advised of the following:

- The use of staples, nails, tacks or duct tape is prohibited when affixing decorations to the walls. The use of masking or painters tape is acceptable. All tape must be removed when taking down decorations.
- Hanging decorations from light fixtures is prohibited.
- Push pins may be used to attach decorations to bulletin boards and portable partitions.
- Fog/smoke machines, dry ice, rice, birdseed, confetti, dance wax, etc., are not allowed.
- Helium balloons may be allowed under the following conditions:
 - Attach groupings of helium balloons to a weighted object. Single balloons are discouraged as they are more likely to float to the ceiling. If balloons must be separated, please do so outside the buildings.
 - If balloons float to the ceiling, please notify site staff immediately.
 - If the alarm system activates due to a helium balloon, you may be billed for false alarm charges incurred.

SMOKING/VAPING

CHC is a smoke, vaping and tobacco free campus. We ask that you and your guests respect this decision of our community.

COMMERCIAL USE OF THE SANCTUARY

Special rules apply to the use of the Sanctuary and St. Mary's Chapel (the Chapel):

- The Sanctuary and Chapel are sacred space and may not be used for any purpose inconsistent with the mission and purpose of the Church.
- The Sanctuary's availability will be determined by the Rector.

- No food or beverages may be served or consumed in the Sanctuary except as part of a liturgical celebration.
- The **Facilities Manager** along with the Office Manager will coordinate with potentially affected clients and ministries and get approval or disapproval for the application within fifteen (15) business days. Any conditions of use not already included on the application form will be provided to the applicant in writing, made part of the application and signed by the applicant and the **Facilities Manager**. The approved application will be filed and given to the On-site Staff for the event.

WEDDINGS, FUNERALS AND MEMORIAL SERVICES

The Clergy of CHC perform all weddings, funerals and memorial services held here, unless otherwise authorized by the Rector. For further information, please call CHC at (703) 938-6521. Please see the CHC website for information on planning a Funeral or Memorial service.

WEDDING, FUNERAL, AND MEMORIAL RECEPTIONS

The Ministry Center or other CHC facilities may be reserved for a reception following these services. Weddings, Funerals and Memorial Reception are handled as a rental for Non-Members of the church. Please see the CHC website for details on planning any of these.

SPECIAL REQUIREMENTS FOR EVENTS FOR CHILDREN

We at CHC value children and make every effort to ensure that they are safe, secure and well cared for while using our facilities. Any client utilizing CHC facilities are required to follow the Diocese of Virginia Prevention of Child and Adult Misconduct policies.

CHC has established guidelines for groups using our facilities for childcare and/or children's programs.

1. **Orientation:** The group contact person will complete an orientation with our Director of Children's Ministries prior to the event. This orientation session covers policies related to health and safety guidelines for supervision of children and for clean-up of room(s) and equipment following the event. The group contact person is responsible for ensuring that all caregivers understand and follow outlined policies. This orientation should be repeated whenever the group's contact person changes. Contact the church office (703) 938-6521 to schedule an appointment.
2. **Supplies:** You will need to provide materials and activities appropriate to the ages of children present. Church art supplies are not available for use.
3. **Caregiver Requirements:** Groups are responsible for providing their own caregivers. All caregivers must be 16 years of age or older.

TOWN AND COUNTY CODES, POLICIES AND ORDINANCES

All Town of Vienna and Fairfax County codes and ordinances will be in effect and enforced at our facility. There are regulations governing sound and noise levels, pets, animals, parking, and vehicle access. The client agrees to comply with all laws, regulations and policies. We reserve the right to terminate your event if the on-site staff person, in good faith, perceives that you or your guests pose a risk to the safety of persons or property on the premises or that you or your guests are violating local, state, or federal laws. Upon verbal notice from staff or the police that your event is being terminated, you and your guests must leave the premises immediately, and you will forfeit any event fees paid. You will be responsible for the prompt removal of any personal items brought to your event.

Noise volume must be contained within the boundaries of the facility. This rule will be strictly enforced by the on-site staff person. If you fail to comply with this rule, the police may be called, and you may be issued a Civil Noise infraction.

ON SITE CUSTOMER SUPPORT STAFF

The On-Site Staff will assist you with the following during an event:

- Unlock the building / room at your scheduled time.
- Work closely with the main contact to answer questions and provide assistance.
- Assist in making appropriate use of the church facilities and necessary supplies.
- Ensure that noise is at an acceptable level.
- Ensure that the event ends promptly as scheduled on the Rental Agreement.
- Collect completed checkout lists and ensure the facility and equipment are clean and ready for the next scheduled use.
- Ensure the building/room is locked and secured if that is appropriate.
- When necessary, activate appropriate 911 Emergency Services.

The On-site Staff is not expected to do the following:

- Act as guardian or security for any personal belongings.
- Assist with set-up, clean-up or take-down.
- Supervise minors.

Plans for the person serving as your on-site Point of Contact will be made in advance and you will be given their contact information by the Facilities Manager.

These Guidelines for Facility and Property Use & Rental Guidelines I are intended to help understand the process and the detailed choices that are available prior to signing a Facility Use Agreement. The specific terms and agreements will be contained in the Facility Use Agreement which will be signed by you or your event's main contact and the **Facilities Manager** once you are satisfied that the available space meets your needs.

Thank you for considering Church of the Holy Comforter Episcopal Church for your event!