

# First Sterling Church Facility Rental Policy and Procedures

Updated January 10, 2025

## 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.

C. **For churches or religious organizations interested in booking our facilities, please contact our Church Administrator, LaTonya Jackson, at churchadmin@firststerling.org.**

## 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 and deducted from your Security Deposit. If the damages exceed the amount of your Security Deposit, you will be invoiced for the remaining balance.

### B. Facility Rental Rates:

- **Sanctuary**

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

Maximum Capacity: 200.

These additional charges are **MANDATORY**:

- Pre-Event Cleaning (24 hours before event) - \$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)
- Renting our Musical instruments (Keyboard, Drums, Guitar) - \$350
- YouTube Streaming services - \$150
- Ushers - \$25 per usher per hour

- **Multipurpose Room**

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

Maximum Capacity: 200. Includes kitchen facilities and 14 round tables and 150 chairs.

- These additional charges are **MANDATORY**:
  - Pre-Event Cleaning (24 hours before event) - \$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 **MANDATORY**:

Pre-Event Cleaning (24 hours before event) - \$250

- These additional charges are optional:

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

- **First Sterling Office Rooms**

We offer three versatile rooms available for rent, perfect for use as office space, conference rooms, or meeting spaces. Available Monday through Friday: 08 AM - 09 PM.

Room details are as follows:

- Office No. 6 - Appr. 16 x 17 sq. ft. (Rent - \$ 200 per day + \$150 deposit)
- Office No. 8 - Appr. 20 x 17 sq. ft. (Rent - \$ 200 per day + \$150 deposit)
- Office Nos. 1 & 2 (Combined with partition dividing the two) - 35.5 x 34 sq.ft. (Rent - \$ 300 per day + \$150 deposit)

- **Miscellaneous Services:**

- Please note that our office hours are Mon, Wed and Fri from 9:00 am to 2:00 p.m. If not booked in advance, onsite support of \$25 / hour **WILL BE** deducted from your deposit, for opening and closing of the facilities and if the event timings are **OUT OF OFFICE** hours.
- For extended services at the church, we recommend providing water bottles, napkins, and extra toilet paper rolls for your guests. Alternatively, you can request these items for a fee of \$100.
- We highly recommend having a Parking Attendant to help manage traffic flow. If you'd like us to provide one, the cost for Attendant Support is \$25 per hour.

### 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.

Renters must ensure that the space is left in the same clean condition as it was received. A post-use inspection will be conducted by a designated Church representative, who will report any damages or cleaning issues. 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. Renters must make sure to leave the space thoroughly cleaned and in the same condition as it was upon arrival.
- B. Chairs, tables, and other Church property must NOT be removed from the facility.
- C. If you are arranging the chairs and tables yourself, please return them to their original locations after the event. This helps ensure the space is ready for future use and maintains the overall organization of the venue.
- D. Decorations must not cause damage. No nails or permanent adhesives are allowed.
- E. Hazardous materials, including paints and acids, are prohibited.
- F. All personal items and trash must be removed immediately after use.
- G. No food and drinks (except water) are allowed in the sanctuary.
- H. Renters must know the location and use of fire extinguishers / emergency exits.
- I. Adhere to the Loudoun County noise ordinance between 11 PM and 7 AM.
- J. A Church representative may monitor compliance during your event.
- K. Fireplaces and candles (other than for cakes) are prohibited.
- L. **Alcohol & Smoking** is not allowed in the facilities.
- M. Parking is limited to designated areas - on all sides of the church and the overflow parking lot near our office.
- N. 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. **And proof of event liability insurance will be provided at least 7 days before the event date.**

## 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.**