



A Ministry of Community Lutheran Church, Sterling VA

FACILITY USE AGREEMENT

ORGANIZATION / INDIVIDUAL INFORMATION

Name of Group or Individual: _____

Primary Contact Name: _____

Email: _____ Phone: _____

Mailing Address: _____

Website: _____

Ticket Sales Website: _____

Technical Contact Name: _____

Email: _____ Phone: _____

EVENT INFORMATION

Purpose of Use: _____

Date(s) Requested*: _____

Time(s) Requested*: _____ to _____

** Include setup and teardown within the requested time. If necessary, attach a detailed schedule of dates/times of use.*

Estimated Attendance: _____ | Age Group(s): _____

Number of Performances: _____

ROOMS/SPACES REQUESTED (check all that apply):

- ☐ Theater/Performance Space
- ☐ Granger (Green) Room
- ☐ Dressing Room 6
- ☐ Dressing Room 7
- ☐ Dressing Room 8

- ☐ Kitchen
- ☐ Sanctuary
- ☐ Music Room 5



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PROVISIONS REQUESTED (e.g., piano, tables, AV, etc.):

During the event, does CLC have your permission to have CLC volunteers present for:

1. Fundraising opportunities, i.e. food or merchandise sales: ☐ Yes ☐ No
2. Outreach opportunities: ☐ Yes ☐ No

FEE STRUCTURE

A minimum 3-hour rental is required. Rental time includes setup, teardown and clean-up.

	Weekday (Mon–Fri)	Weekend (Sat–Sun)
Non-Profit (501(c)(3))	\$75/hour	\$100/hour
For-Profit/Private Use	\$100/hour	\$125/hour
Classroom Rental for Music Lessons (Room 5)	\$25/day (up to 4 hours)	\$30/day (up to 4 hours)

ADDITIONAL FEES (per rental day):

- Sanctuary: \$250
- Dressing Rooms 6/7/8: \$50 each
- Granger (Green) Room: \$50
- Kitchen Use: \$150
- Lighting & Sound Technician (required): \$30/hour
- Piano Tuning (upon request): \$100

Other:

- Security Deposit for each CLC key provided: \$35



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POLICIES

Rental Payment Policy

- For a One-Day Event:
 - 100% of the payment is due to CLC on the day of, immediately after conclusion of the event
- For a Two or More-Day Event:
 - Initial 25% payment is due to CLC on the first day, immediately after conclusion of the event
 - Remaining 75% payment is due to CLC on the last day, immediately after conclusion of the event

Payments must be submitted in form of check made out to Community Lutheran Church, or through the CLC Portal with an additional 3% processing fee (please refer to the Community Lutheran Church Portal Instructions).

Security Deposit Policy

A deposit of \$250 must be received to reserve DPAC or Sanctuary, or \$50 to reserve one of the smaller rooms for the requested dates and times. As a potential User/Group, you will have five business days after your scheduled tour date to submit your deposit and the Facilities Usage Agreement (FUA) to CLC.

If a tour is not required, you will have five business days from initial contact with the Venue Coordinator to submit the deposit and FUA to CLC.

The deposit must be submitted in form of check made out to Community Lutheran Church, or through the CLC Portal with an additional 3% processing fee (please refer to the Community Lutheran Church Portal Instructions).

Security Deposit Refund Policy

The deposit will not be returned if the conditions of this agreement are violated, specifically if the User/Group fails to pay on time, accesses the space outside of the agreed upon time (arrives or departs more than 15 minutes outside of the scheduled time), or uses spaces not identified in the agreement.

The security and key deposit will be returned when the key is returned, which should be within 5 business days of the conclusion of the event. The full security deposit will be returned unless forfeited under the Security Deposit terms specified above.

For contracts requiring the \$250 security deposit, up to \$150 of that deposit may be withheld as a cleaning fee if the client fails to clean and restore the space to its pre-event state. This will be determined by CLC at the end of the rental period.

- ☐ **Client chooses to pay \$150 for cleaning rather than manage it themselves.**



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Cancellation Policy

Cancellations prior to an event/performance must be provided to CLC in writing. The Security Deposit will be returned based on the notification time as follows:

- Full Refund: 30+ days prior to event/performance
- Partial Refund (50%): 15–29 days prior to event/performance
- No Refund: Under 14 days prior to event/performance
- Emergency Refunds: At CLC’s discretion (e.g., weather, power outage)
- Date Change: One free change with 14+ days' notice prior to event/performance; \$50 fee per change will be charged and a new Facilities Usage Agreement is required for each change.
- For clients only using the smaller rooms, a full refund will be granted 14 days’ notice; a partial refund with 7-13 days’ notice; and no refund less than 7 days before use of the space, unless an emergency (as noted above).

Inclement Weather Policy

When Loudoun County government offices are closed due to inclement weather, CLC will be closed, and no one at CLC will be available to support DPAC events. In addition, in the case of snow, CLC cannot guarantee that the parking lots will be plowed or the sidewalks shoveled because we rely on volunteers to support this work.

When Loudoun County government offices authorize early employee dismissal because of inclement weather, the Head of Staff, or their designee, will determine whether the CLC staff will be similarly dismissed. If the CLC staff is excused from work, no one will be available to support DPAC events.

Should either of these inclement weather events occur, the CLC Vendor Coordinator will be in immediate communication with impacted clients to work with them to reschedule, process a refund or process a credit for each canceled event.

Alcohol Policy

No alcohol is allowed on premises unless groups/users obtain their own liquor license. Do not leave any alcohol on premises.

TOTAL ESTIMATED COST (to be completed by Venue Coordinator)

Fee Type	Amount	Date Due	Notes
Security Deposit:	\$0		
Total Rental Fees:	\$0		
Cleaning Fee:	\$0		
Other Fees:	\$0		
Total:	\$0		



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TERMS OF USE

By signing below, the User/Group Representative agrees to the following:

- ✓ User/Group is financially responsible for any damage to facility or equipment during use.
- ✓ A **Certificate of Insurance with \$1 Million liability** naming *Community Lutheran Church* as an additional insured party is **required** for any events with more than 10 people and must be submitted no later than 30 days before use, preferably upon signing this agreement.
- ✓ Facility may only be used for the date(s), time(s), and space(s) specified in this agreement.
- ✓ Fire Marshall Certificate must be honored; no obstacles can be placed in front of exit doors.
- ✓ All setup and teardown must be completed within the reserved booking time.
- ✓ Food and drink are **not** allowed in the Granger Room, Sanctuary, or Narthex.
- ✓ No candles, open flames, or pyrotechnics are permitted at any time.
- ✓ No smoking in the building. Individuals are responsible for the proper disposal of smoking debris.
- ✓ If children are present, at least two adults must accompany the children and *always* supervise them.
- ✓ If using Dreamscapes (DPAC) equipment (lighting, sound, piano, etc.), prior coordination is required; only authorized personnel may operate AV systems.
- ✓ If using the kitchen, only use supplies in cabinets labeled with green dot.
- ✓ **Facility must be left in clean and orderly condition; it is expected that when you leave you:**
 - ☐ Turn off kitchen appliances; no food or supplies should be left behind.
 - ☐ Close and lock all doors and windows.
 - ☐ Turn off all lights, including the restrooms.
 - ☐ Turn off all water faucets.
 - ☐ Turn off all fans.
 - ☐ Return all furniture and equipment to original placement.
 - ☐ Bag and take out all trash; dumpsters are at the rear of the property.
 - ☐ Remove all items that were brought to the property for/during your event.
 - ☐ Return all keys that were provided to you.

SIGNATURES

I acknowledge and agree to the above terms for the use of Dreamscapes Performing Arts Center and/or all other rented facilities at Community Lutheran Church, and I confirm that a valid Certificate of Insurance will be provided as required.

Signature of User/Group Representative: _____

Date: _____

Approved by CLC Executive Council Member: _____

Date Approved: _____