



Overview

The Arlington Community Church (referred to as “ACC”) maintains facilities at 6040 Wilson Boulevard in Arlington, Virginia, 22205. While the facilities are used primarily for the ministries of ACC, a high value is placed on being available for use by the local community, as long those uses do not interfere with ACC’s scheduled programs and ministries. All such events are to be scheduled through ACC’s Facility Representative and subject to the guidelines stated below. *Please note that our facility is not handicap accessible at this time.*

Rental Fees

1. Rental fees are hourly and to include the time needed to set-up and clean up for the event.
 - Worship Center (seats appx. 150 people) = \$200/hr
 - Community Room (seats appx. 80 people) = \$125/hr
 - Classrooms (seats appx. 15 people) = \$50/hr per room
2. Additional charges may apply if:
 - facility is required for longer than 8 hours.
 - HVAC system is left on at temperatures inconsistent with ACC’s standard settings of “Off” (in the spring/fall), Heat: 63° (in the winter), Cool: 78° (in the summer).
 - furniture/equipment/toys need to be reset by ACC staff (\$200 additional charge).
 - facility needs additional cleaning by the ACC staff (\$200 additional charge).
 - in the judgment of ACC’s Facility Representative, facility repairs or additional charges are required.
3. PAYMENT:
 - Payment must be made in full in order to confirm reservation.
 - Payment must be made in full *at least two (2) weeks* prior to the scheduled event. Failure to do so may result in the cancellation of the rental agreement.
 - Payments may be made in the form of cash, money order or credit card
 - If you are paying by credit card, please
 - make your payment [here](#); please pay the additional amount to cover the processing fee.
 - send an email to office@arlingtoncommunity.church to let us know payment was made.
4. ACC reserves the right to adjust or waive rental fees.

Conditions of Use

1. The facilities are available for use by local community organizations and individuals, local businesses, local churches, and individual church members when not scheduled for use by the various programs and ministries of ACC.
2. The use of the stated facilities must not involve any expression of religious worship that is, in any way, in conflict with ACC's [Statement of Faith](#).
3. ACC shall not be liable for personal injury, loss, or damage to personal property. The user accepts full responsibility for any such liability that may occur to them, members of their group, or any guests while on the premises.
4. Use of alcohol and other substances:
 - a. Wine and/or beer is permitted until 10:00 PM but MUST be limited to light-moderate consumption. After 10:00 PM, wine and/or beer is not permitted. Hard liquor is not permitted on the church property at any time. We cannot stress this enough: alcohol may be used for social drinking, but not for allowing people to get drunk. Cars left in the parking lot overnight will be towed at the expense of the car owner(s). A good rule of thumb: if someone is too drunk to drive, then they are too drunk. Violation of this rule will result in the immediate closing of the event, without refund.
 - b. If wine and/or beer is being served, an [ABC Banquet License](#) is to be submitted to the church office at least two weeks prior to the event.
 - c. Use of tobacco products and/or vaping products is prohibited *inside* the church building. Violation of this rule will result in the immediate closure of the event, without refund.
 - d. Use of marijuana in any form is prohibited on the church property. Violation of this rule will result in the immediate closure of the event, without refund.
 - e. Use of illegal drugs is prohibited on the church property. Violation of this rule will result in Arlington Police being called and the immediate closure of the event, without refund.
5. Should the user need to cancel the scheduled event for any reason before the scheduled date, any rent payments made (when applicable) shall be returned in full. ACC reserves the right to cancel the use of the facilities at any time with full refund of rent and/or additional fees collected.
6. Rearranging furniture and/or equipment is to be approved in advance by ACC's Facility Representative. If approval is obtained, the furniture is to be restored to its original configuration by the user immediately after the event.
7. If a facility key is needed, the user will coordinate with ACC's Facility Representative to receive it at least 1 day prior to the event. The key will be returned to the designated location the day of the event. Failure to return the key will result in an additional charge of \$200.
8. The user agrees to pay for (1) any damages to the building and/or its contents that occur as a consequence of the event, and (2) any additional charges incurred by ACC as a consequence of the event.

Facility and Equipment

1. The Worship Center will accommodate approximately 150 persons. ACC's audio and visual equipment in this room is not permitted for use.
2. The Community Room will accommodate approximately 80 persons. Tables and chairs are included in rental. The kitchen is also included in the rental. The kitchen is a "warming kitchen" for food preparation (not for cooking). ACC's dishes, utensils, and audio/visual equipment in this room are not permitted for use.
3. Classrooms (downstairs) will each accommodate approximately 15 adults.
4. Playground equipment is available for children ages 12 and under.

Before and After the Event

1. Before the Event:
 - Read the ***Facility Usage Policy*** (this document)
 - Submit the **[Facility Rental Agreement](#)**.
 - Submit rental payment in full at least two (2) weeks prior to the event.
 - Coordinate with the **[ACC Facility Representative](#)** if a facility key is required.
2. After the Event:
 - Clean up the facility and restore all furnishings to their original configuration.
 - Return any keys that have been used to access the facility.