



Christ Central
PRESBYTERIAN CHURCH

Facility Usage Guidelines & Facility Rental Policy

15451 Lee Highway

Centreville, VA 20121

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Contacts Information

CCPC Administrator	office@christcentralpc.org 703-815-1300
CCPC Executive Pastor – Pastor Sam Kim	sam.kim@christcentralpc.org
CCPC Facility Lead – Deacon David Lee	dlee7100@gmail.com
KCPC Facility Manager – Mr. Won Choi	703-622-2293

CCPC Facility Protocols

Facility Security and Access

Security and Schedule in the CCPC Facilities Calendar

- CCPC facility is part of shared campus with KCPC.
- The KCPC Facility Management (FM) team is responsible for the access and overall security of the campus.
- All events must be scheduled in CCPC Facilities Calendar and have accurate start and end times. The FM team will base their unlock/lock activities based on these times.
- If an event gets canceled or rescheduled, then the CCPC Administrator must be notified so that the CCPC Facilities Calendar can be updated.
- Contact the KCPC Facility Manager for:
 - o Any last minute schedule change.
 - o Any emergency or facility related issues during a scheduled event

Facility Access Schedule

- CCPC main entrance doors:
 - o Will be unlocked 30 minutes before a scheduled event at night time.
 - o Will be locked at scheduled event end time.
 - o Will not be unlocked before 9:00 a.m.
- KCPC main entrance doors will be open from 8:00 a.m. to 10:00 p.m.
- The campus closing hour:
 - o 11:00 p.m. Tuesday through Thursday and Saturday
 - o 12:00 p.m. on Friday
 - o 10:00 p.m. on Sunday and Monday.
- Exterior doors shall not be propped open since this will trigger an alarm at the monitoring station.
- Anyone who has an exterior door key should not unlock doors for an event without first notifying the FM team or the building security personnel.
- In case of issues with building access, notify the CCPC Facility Lead. Provide exact date, time and event and description of the issue.

Facility Maintenance

Advisory Engineering Committee (AEC)

- Monthly meeting with KCPC occurs on 4th Sundays of each month.
- Any modification to the facility, other than non-permanent decorative items, require review and approval by the AEC and CCPC Facility Lead.
- In order to represent CCPC at the AEC, notify the CCPC Facility Lead with any facility related issues or modification details and requirements.

Maintenance Requests

- Any maintenance requests or issues should be reported to the KCPC Facility Manager and the CCPC Facility Lead whenever possible.
- If any coordination is needed between KCPC and CCPC, the CCPC Facility Lead will help coordinate.

Storage Needs

- Use designated rooms or cabinets. Unapproved storage locations will not be allowed. Contact CCPC Facility Lead with any questions.

Facility Usage Guidelines and Facility Rental Policy

Building Users

- Use of the building facilities will be open to persons and organizations that are willing to sign and abide by the Christ Central Presbyterian Church (CCPC) Facility Rental Policy and Guidelines and have been granted approval by the church.
- The CCPC Facility is not open to persons or organizations that engage in any type of illegal activity or whose actions conflict with the mission and vision of CCPC. It may also not be used for any for-profit activity or organization.
- Building facilities are available for rental by CCPC or non-CCPC members.

Facility Availability and Reservation

Reservations

- **Non-wedding events:** Contact the CCPC Administrator for Worship Center rentals to check if your requested date, time frame and church facilities are available.
- **Weddings:** Contact CCPC Administrator (refer to [Contacts Information](#) section).
- Reservations are on a first-come, first-serve basis. Rental reservations are given final approval and confirmation after the [Facility Rental Application](#) or [Wedding Reservation Application](#) and [Facility Rental Agreement](#) are completed, submitted and reviewed. You will be notified once your application and submitted date/time have been officially approved or declined.
- No other agreements, verbal or implied, will be binding on either party except by written agreement signed by renter and CCPC.
- The reserved room/space may not be used before or after the approved timeslot – even if there are no other reservations before or after your reserved time.
- Only reserved rooms may be used the day of reservation.
- All events must end by 9:00 p.m. Final cleanup must be completed by 10:00 p.m.
- Reserved time slot must include time needed to set-up/decorate.

Cancellations

- CCPC reserves the right to cancel or postpone any facility rental reservation (with full refund) due to an unforeseen scheduling conflict, such as an emergency or funeral. Notice will be provided as early as possible.
- Inclement weather may cause events to be cancelled. Please contact the church office to confirm cancellations.
- If a group cancels an event for any reason, it must give notice to the church immediately.

Set-Up and Decorations

- Only painters tape is allowed (no tacky putty, masking tape, pins or tacks are permitted).
- All adhesives must be removed at completion of event.
- **WEDDINGS** – Please see [Weddings Reservations Guidelines](#) section.

Restrictions

- Restrictions are also listed per individual rooms; refer to [Room Descriptions](#) section. Campus-wide restrictions are below.
- No alcohol or tobacco is allowed anywhere inside the building or on church property.
- No furniture, tables or chairs from other Worship Center rooms/facilities may be used or borrowed. No exceptions.
- No confetti, rice, grain or any type of birdseed.
- Any adhesives that are used must be removable and leave no residue. No tacky putty is allowed.

Cleanup

- The directions for cleanup are inclusive of all rooms available for use or rental in the CCPC Worship Center.
 - o For reservations, there must be a person identified as the one responsible for cleanup. Otherwise, the person who submitted the reservation is responsible for the final cleanup and trash removal.
- Rented facilities/rooms must be emptied, cleaned immediately after the event.
- Trash must be disposed of at the dumpster; refer to [Trash Removal](#) section.
- If any food or drink has been consumed, all tables, chairs and counters are to be wiped clean.
- All furniture (tables and chairs) must be returned to its original location/storage prior to the room usage.
- All decorations and adhesives **MUST** be removed and properly disposed.
- Switch off lights and lock doors when you leave.
- **Note: The cost of any damages or cleanup caused will be billed to the group or persons using the facility and will negatively affect the group's ability to use the facilities again.**

Kitchen Cleanup Checklist

Please follow the checklist below for cleanup if kitchen was used.

- Cleanup any messes or spills in the kitchen, including in the sink, counter, floor, inside the refrigerator and freezer.
- Pick up all trash and sweep floor.
- Properly wipe off all countertops, sinks and stoves.
- Ensure that the faucets have been turned off.
- Turn off light/exhaust fan.
- Properly tie bags of trash and dispose in dumpster; refer to [Trash Removal section](#).
- Any spills due to trash bags have been cleaned up as best as possible.
- Rolling trash cart was returned to kitchen.
- All food items brought to the event are disposed of properly, or removed from church premises.

Trash Removal

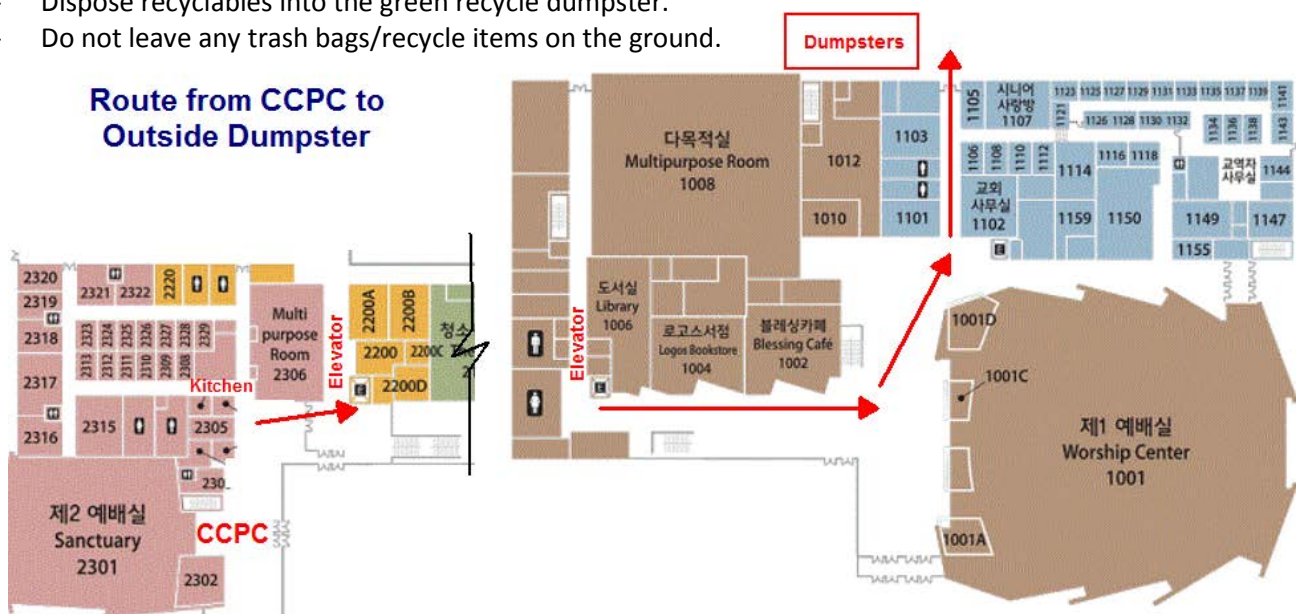
- The person who submitted the reservation is responsible for the trash removal.
- Ministry groups that use the facility is responsible for trash removal after events.
- Accumulated trash from events, scheduled or ad hoc, either CCPC or non-CCPC, must be disposed of at the dumpster.
- On Sundays, dispose trash bags from trash cans in Kitchen and Fellowship Hall into the dumpster.

Rolling Trash Cart

- Use the rolling trash cart, located in the kitchen or made available by the event staff, to transport trash bags and recyclables to dumpsters located outside of KCPC side of building.
- Clean up spills or liquids inside the cart and return it to CCPC kitchen or to the event staff.

Dumpsters

- Dispose trash bags into the blue waste dumpster.
- Dispose recyclables into the green recycle dumpster.
- Do not leave any trash bags/recycle items on the ground.



Dumpster Operation

1. Start by pressing the green Start Button.
2. After motor stops, open door.
3. Place trash bags inside, then latch door shut. Compactor will start automatically.
4. Repeat steps 1 to 3 as needed.

Rental Rates, Fees and Room Descriptions

Facility/Rooms Available for Use

- Rates listed are per reservation and are subject to change based on length of duration of reservation. Descriptions of rooms and fees are below.
- Rates for reoccurring usage will be made at the discretion of CCPC Staff and Session (Elder Board). Dependent factors are length of usage and purpose.
- All Room Reservations require a \$200 Refundable Security Deposit. If there are no damages, the security deposit will be returned within two weeks of the event.

Room	CCPC Members*	Non-CCPC
KCPC Gymnasium**	\$500	\$700
Large Multipurpose Room**	\$100	\$200
Small Multipurpose Room	\$50	\$100
Classroom (for each classroom)	\$25	\$25
CCPC Kitchen	\$100	\$200
Sanctuary** (Basic Sound System & Lighting Only)	\$300	\$500
Event Staff Fee	\$100	\$100
Wedding Service Fee		
For Wedding Ceremony Only	\$300	\$300
For Wedding Ceremony and Reception	\$500	\$500
Audio Technician Fee	\$200	\$200

*A CCPC member is anyone who is an official registered member of CCPC and/or anyone whose parents are official registered members of CCPC.

** Event staff fee applies. Refer to [Description of Fees](#).

Payment and Reservation Schedule

- To submit your reservation request, submit the following to the CCPC Administrator:
 - o \$200 refundable security deposit (payable "CCPC")
 - o [Facility Rental Application](#)
 - o [Facility Rental Agreement](#)
- To finalize your reservation, submit the following payments to the CCPC Administrator at least two weeks prior to your reservation event:
 - o Total Facility Rental Fee (payable "CCPC")
 - o Audio Technician Fee (payable to the technician) – if requesting this service
 - o Event Staff Fee (payable to the event staff) – if required for facility/rooms requested
 - o Wedding Service Fee (payable to Wedding Coordinator) – only for a wedding reservation

Room Descriptions

KCPC Gymnasium (Room 1008)

- Maximum seating capacity is 432 chairs (54 round tables with 8 chairs per table).
- No decorations or tape may be applied to the wall or floor of the Gymnasium.
- Audio system is available.
- LCD projectors are not available for use/rental.
- No group dancing is permitted in the Gymnasium.

CCPC Kitchen (Room 2307)

- The group/person reserving the kitchen must provide all their own serving platters/utensils, tablecloths and table settings for their event. Table settings include, but not limited to plates, napkins, cups, plastic ware, etc. Disposable platters, utensils, tablecloths, settings, etc. are mandatory.
- Use of any church/kitchen supplies is prohibited.
- Any form of cooking, heating, or re-heating food is prohibited.
- Food is allowed to be stored in the refrigerator.
- At completion of event, all sinks and counters must be wiped and floors thoroughly cleaned.
- Remove all items brought into kitchen, including leftover food.
- Please refer to the [Kitchen Cleanup Checklist](#) if you are reserving the Kitchen for your reception.

Large Multipurpose Room (Room 2306)

- Maximum seating capacity is 150 chairs (theatre layout – no tables), 72 chairs (lecture layout – 18 long tables with 4 chairs per table) or 50 chairs (large conference table or U-shape layout)
- Audio system is available.
- LCD projectors are not available for use/rental.

Small Multipurpose Room (Room 2315)

- Maximum seating capacity is 50 chairs (theatre layout – no tables), 32 chairs (lecture layout – 8 long tables with 4 chairs per table) or 30 chairs (large conference table or U-shape layout)
- Audio system and LCD projectors are not available for use/rental.

Classroom

- Maximum seating capacity is 12 chairs with one long table.
- No decorations are permitted on the walls, window or door

Description of Fees

Event Staff Fee

- Event staff fee must be paid for the purpose of overseeing and managing the facility reservations.
- Event staff fee must be paid if any of the following rooms are reserved:
 - o KCPC Gymnasium
 - o CCPC Sanctuary
 - o Large Multipurpose Room (2306)
- Our event staff member will help supervise, direct and oversee the final cleanup. He will report directly to the CCPC staff or Wedding Coordinator once all used rooms/facilities are emptied, cleaned and ready (to a satisfactory standard) for Sunday worship services.

Note:

- All Saturday events require an Event Staff Fee.
- Events held on a weekday that exceed 100 people total (adults and children) will also require an Event Staff Fee.

Wedding Service Fee

- Wedding service fee must be paid if the purpose of facility reservations is for a wedding. The CCPC on-site Wedding Coordinator works personally with the bride and groom coordinating all needs for the wedding at the CCPC Worship Center.
- An official in-person meeting with the CCPC Wedding Coordinator is required at least four weeks prior to your wedding to finalize the customized details and specific needs for your wedding weekend.
- Fee remains the same whether or not reception is held on campus.
- The amount of the Wedding Service Fee is dependent on whether you will also be reserving the Gym and Kitchen for your wedding reception.
- Please also see [Wedding Reservation Guidelines](#).

Audio Technician Fee

- Audio technician fee must be paid if the purpose of facility reservations is for a wedding. The technician will provide audio support and supervision for the rehearsal and ceremony. Only CCPC-approved audio technicians are allowed to operate equipment. Stage lights and video projection are not available.

Wedding Reservation Guidelines

To help bring this very special day together for you and your guests, please review the following information regarding the application/planning process.

Wedding Applicants

- Both applicants must be professing Christians and at least one must be an official registered member of CCPC (*either* the bride or groom).
- A CCPC member includes official registered members and/or anyone whose parents are official registered members of CCPC. However, if neither the bride or groom nor their parents are members of CCPC, you must obtain an official letter (on church letterhead) from your current local church pastor indicating that you and your fiancé are active members in good standing at your local church.
- All couples are required to participate in pre-marriage counseling as offered either through our church or through other churches. Please discuss this more in-depth at your “Pre-Marriage Interview” with one of our pastors/pastors.

General Guidelines

We ask that you would agree to the following guidelines.

1. Applications and Scheduling

- A. Contact our Church Administrator (refer to [Contacts Information](#) section) to inquire on availability for your requested date, time and church facilities.
 - **NOTE:** Wedding reservations are given final approval when the church contacts and confirms the date with the bride and groom.
 - **Submit your completed [Wedding Reservation Application](#).** We will contact you once your application and submitted date/time have been officially approved or declined.
- B. **Schedule and attend a “Pre-Marriage Interview” with one of our pastors.**
 - Upon initial approval through our Church Administrator, please arrange the pre-marriage interview(s) with the officiating/presiding pastor at the earliest possible date.
 - At this meeting, you will also be assigned a Church Wedding Coordinator to help you in the planning and organizing for the on-site wedding/reception.
- C. **Obtain an official Marriage License.**
 - Please obtain the marriage license for the state that you’ll be married in.
 - This should be obtained well in advance (at least three weeks prior to the wedding).
 - The license should be left with the officiating/presiding pastor at the wedding rehearsal.
 - Please note that a Washington, D.C-held wedding requires the pastor to be licensed in D.C.

2. Church-Assigned Coordinators/Assistants for Your Wedding

- A. **Church Wedding Coordinator:**
 - A CCPC Wedding Coordinator will be the liaison between your Wedding Coordinator (personal) and our church facility, services and resources.
 - An official in-person meeting with the CCPC Wedding Coordinator is required **two weeks prior** to your wedding to finalize the customized details and specific needs for your wedding weekend.
- B. **Audio Technician:**
 - Our church-appointed and trained technician will provide audio/sound support and supervision for your wedding rehearsal and ceremony. The technician will provide audio support and supervision for the rehearsal and ceremony.
- C. **Event Staff:**

- Our staff member will help supervise, direct and oversee the final cleanup.
- He will report directly to the CCPC staff or Wedding Coordinator once all used rooms/facilities are emptied, cleaned and ready (to a satisfactory standard) for Sunday worship services.

3. Restrictions

The following are **prohibited** on church premises (inside and outside):

- Alcohol, tobacco and other drug substances
- “Pae-Back” Ceremony (Traditional Korean Wedding Ritual/Ceremony)
- Confetti, rice, grain or any type of birdseed
- Aisle candles (i.e. to decorate the center aisle of the Sanctuary)
- Group dancing in the reception area (Exception: traditional bride/groom dance with their parents)

4. Planning and Preparation

A. Officiating/Presiding Pastor:

- If you would like one of our CCPC pastors to officiate your wedding, you must contact them at least *three months in advance*.
- If you prefer to have a non-CCPC pastor preside, you must obtain an official letter from the pastor stating their relationship to the bride/groom, their denominational affiliation and place of ministry.

B. Church Wedding Coordinator:

- Please contact your assigned CCPC Wedding Coordinator upon approval of your application and wedding date to begin your wedding weekend planning and organization.

C. Wedding Ceremony Bulletin/Program:

- We can provide a general template for your wedding bulletin/program. The officiating/presiding pastor and your Wedding Coordinator should review your bulletin/program’s final draft at least *two weeks before it is printed*.

5. Wedding Rehearsal

- A. Rehearsals can be scheduled for Friday afternoons/evenings between 4:00 p.m. to 5:30 p.m.
 - The Sanctuary must be empty by 6:00 p.m. due to weekly church ministry programs.
- B. The Wedding Coordinator must be present for the entire rehearsal to confirm, coordinate and finalize details of your wedding ceremony and reception plans.
- C. Your assigned Audio Technician will be present to support the Wedding Rehearsal.

6. Wedding Day

A. Set-Up/Decorations:

- The Sanctuary is available for set-up/decorations beginning at 1:00 p.m. Usage earlier than 1:00 p.m. is not permitted due to pre-scheduled ministry usage.

B. Changing Rooms:

- The Bridal Party is only allowed to change in/use Room 2315. Groomsmen are only permitted to change in/use Room 2302. No other rooms are available for use in the Worship Center.

C. Photographers:

- During the Processional and Recessional, photographers are to exercise judgment in terms of positioning. Excessive lighting is not permitted during the Wedding service.

D. Flowers and Decorations:

- You may bring your own flower stands and place them along the aisle. Any adhesives that are used must be removable and leave no residue. No tacky putty is allowed. The only adhesives allowed in the Worship Center are painters tape.

E. Music:

- A grand piano is available in the Sanctuary but you must provide your own pianist.

F. Audio/Sound:

- A sound system is available in the Sanctuary. However, LCD projectors are not available for use.
- G. **Existing Equipment:**
 - You may move flower stands and the pulpit to other locations off stage. Praise band/worship team equipment and banners may not be removed nor covered up.
- H. **Childcare Facilities:**
 - No childcare rooms are available before, during or after the ceremony. Children must be supervised by parents in the Sanctuary, Overflow or Gym.
- I. **Cleanup:**
 - Please ensure the entire Sanctuary is cleaned up immediately following the service.

7. Reception in the Gym

- A. **Set-Up/Decorations:**
 - Gym is available for set-up/decorations **beginning at 12:00 p.m.** (at the earliest). Usage earlier than 12:00 p.m. is not permitted.
- B. **Seating:**
 - Maximum seating capacity is 432. No chairs or tables from other church rooms/facilities may be used.
- C. No stage or additional lighting is available.
- D. **Reception events must end no later than 8:00 p.m.**

8. Final Cleanup

- A. **All Rooms/Facilities Cleanup Must be Completed by 9:00 p.m.**
 - All rooms (including Bridal and Groomsmen dressing/changing rooms) must be empty and cleaned up by the end of the wedding/reception, including disposing of garbage to the dumpsters.
 - All furniture must be returned to its original location.
 - All decorations and adhesives **MUST** be taken down and disposed of by the end of the event. Refer to the [Kitchen Cleanup Checklist](#) if you are reserving the kitchen for your reception.
- B. The bride and groom are responsible for finding volunteers to clean up the Bridal and Groomsmen dressing/changing rooms, Sanctuary, Kitchen and Gym/Fellowship Hall.
***IMPORTANT:** Please ensure all pins and sharp objects are disposed of properly in the Bridal and Groomsmen dressing/changing rooms. The rooms are occupied by young children on Sundays and the children often go shoeless.
- C. **Trash Bags/Cans:**
 - Our church will provide trash cans/bags. Please have volunteers available and assigned to dispose all trash; refer to the [Trash Removal section](#).
- D. **Note: Failure to comply and follow-through with the Final Cleanup procedures will result in the loss of the \$200 Security Deposit.**

Wedding Reservation Application

15451 Lee Highway, Centreville, VA 20121
 office@christcentralpc.org | 703.815.1300 | www.christcentralpc.org

Instructions:

1. Please complete this form (front and back) and mail or email to contact information listed above.

If approved:

2. Please complete the [Facility Rental Agreement](#) and mail or email to contact information listed above. Please include \$200 Security Deposit (payable "CCPC").
3. At least two weeks prior, please submit the fees:
 - Total Facility Rental Fee (payable "CCPC")
 - Audio Technician Fee (payable to the technician)
 - Event Staff Fee (payable to the event staff)
 - Wedding Service Fee (payable to Wedding Coordinator)

Application Submission Date					
Applicant Information <i>*If applicant is not CCPC member</i>					
Name		CCPC Member?	Yes	No	
Parents' Name*		CCPC Member?	Yes	No	
Mailing Address					
Email Address		Phone Number			
Wedding Party Information					
Bride's Name		Groom's Name			
Bride's Phone Number		Groom's Phone Number			
Bride's Email Address		Groom's Email Address			
Officiating/Presiding Pastor(s)					
<i>For non-CCPC pastor, please attach an official letter from the pastor stating: (1) their relationship to the bride/groom, (2) their denominational affiliation and (3) place of ministry (name of church, address, website).</i>					
Expected Number of Guests		Adults		Children	
Room(s) Needed					
✓	Room	CCPC Member	Non-CCPC		
	Sanctuary with Audio Usage	\$300	\$500		
	Gymnasium	\$500	\$700		
	Kitchen	\$100	\$200		
	Wedding Service Fee – Ceremony Only	\$300	\$300		
	Wedding Service Fee – Ceremony & Reception	\$500	\$500		
	Event Staff Fee	\$100	\$100		
	Audio Technician Fee	\$200	\$200		
	Security Deposit (refundable)	\$200			
	Total Amount Due	\$			

Requested Dates & Times				
	Wedding Date	Wedding Time	Rehearsal Date	Rehearsal Time
1st Choice				
2nd Choice				
3rd Choice				

Reminders:

- Friday afternoon/evening Wedding Rehearsals are scheduled between 4:00 PM.to 5:30 PM.
- Saturday Set-Up/Decorations: Set-up must begin after 1:00 PM in the Sanctuary and after 12:00 PM in the Gym/Fellowship Hall.

I have read through and agree to the Facility Usage Guidelines and Facility Rental Policy as specified in pages 6 through 8 and the Wedding Reservation Guidelines in pages 12 through 14.

Groom's Signature:

Date:

Bride's Signature:

Date:

Facility Rental Application

15451 Lee Highway, Centreville, VA 20121
 office@christcentralpc.org | 703.815.1300 | www.christcentralpc.org

Instructions:

1. Please complete this form and mail or email to contact information listed above.

If approved:

2. Please complete the [Facility Rental Agreement](#) and mail or email to contact information listed above. Please include \$200 Security Deposit (payable "CCPC").
3. At least two weeks prior, please submit the fees:
 - Total Facility Rental Fee (payable "CCPC")
 - Audio Technician Fee (payable to the technician) – if requesting this service
 - Event Staff Fee (payable to the event staff) – if required for facility/rooms requested

Application Submission Date							
Applicant Information							
Name		CCPC Member?	Yes		No		
Mailing Address							
Email Address		Phone Number					
Organization Information <i>*Please include time required for any set-up and cleanup.</i>							
Name							
Purpose of Usage							
Date Needed		Time Needed*					
If recurring, please indicate frequency							
Expected Number of Guests		Adults		Children			
Room(s) Needed							
✓	Room	CCPC Member		Non-CCPC			
	Gymnasium	\$500		\$700			
	Kitchen	\$100		\$200			
	Sanctuary with Audio Usage <i>(Audio technician fee applies)</i>	\$300 + \$200		\$500 + \$200			
	Sanctuary without Audio Usage	\$300		\$500			
	Large Multipurpose Room	\$100		\$200			
	Small Multipurpose Room	\$50		\$100			
	Classroom (each)	\$25 x		\$25 x			
	Security Deposit (refundable)	\$200					
	Total Amount Due	\$					

I have read through and agree to the Facility Usage Guidelines and Facility Rental Policy as specified in pages 6 through 8.

Signature: _____ Date: _____

Backside of Facility Rental Application

Facility Rental Agreement

15451 Lee Highway, Centreville, VA 20121
office@christcentralpc.org | 703.815.1300 | www.christcentralpc.org

In consideration of the agreements of the Tenant(s), known as

[REDACTED], the Landlord, known as Christ Central Presbyterian Church, hereby rents them the property located at 15451 Lee Highway, Centreville, Virginia 20121, with limited use of the following room(s):

[REDACTED], for the purpose of [REDACTED]

[REDACTED], for the time period commencing at [REDACTED] until [REDACTED] on the [REDACTED] day of [REDACTED], 20 [REDACTED], at which time this Agreement is terminated. Tenant(s), in consideration of Landlord permitting them to occupy the above property, hereby agrees to the following terms:

1. **RENT:** To pay as rental the sum of \$ [REDACTED], 100% of which is due and payable with the CCPC Facility Rental Application and this Facility Rental Agreement. All payments should be made payable to "Christ Central Presbyterian Church". The full amount for the facility/rental fee must be paid to reserve the facility.

METHOD OF PAYMENT: The payment of rent and under this agreement must be made in cash, or check drawn on a local financial institution. Regardless of cause, no other additional payments may afterwards be made by check if a check had been dishonored and returned unpaid. Checks returned will not be re-deposit. The Tenant will be notified and will be required to pay the amount due, including the bad check charge, in cash. Tenant is aware that Landlord may report past due rent, damages, utilities or other costs owed by Tenant to credit reporting agencies. Tenant understands this reporting could affect Tenant's ability to obtain credit for future renting.

BAD CHECKS: Tenants further agree to pay as a service charge in cash the larger of \$30 or 5% of the amount of any dishonored check, regardless of cause.

2. **EXTRA VISITORS:** To use said property as proposed purpose only for [REDACTED] adults and [REDACTED] children, and to pay \$100.00 penalty for exceeding the number of proposed occupancy. When visitors include children, THERE MUST BE ADULT SUPERVISION. Landlord will not be liable for any injuries as stated in clause 11 below.
3. **ACCEPTANCE OF PROPERTY:** Tenant accepts the "AS IS" condition of the property, waiving inspection of the same by Landlord and agrees to notify Landlord of any defects. Tenant further agrees to indemnify Landlord against any loss or liability arising out of Tenant's use of the property, including those using the property with Tenant's consent.
4. **MAINTENANCE:** Tenant agrees to maintain the premises during the period of this agreement. This includes woodwork, floors, walls, furnishing and fixtures, appliances, windows, lawns landscaping, plumbing, electrical, air conditioning and heating, and mechanical systems. Tacks, nails, or other hangers nailed, screwed, or taped to the walls or ceilings must be removed at the termination of this agreement.

5. **VEHICLES:** Tenant agrees to park ONLY ON THE PAVED PARKING LOTS AND DRIVEWAYS PROVIDED.
6. **CLEANING:** Tenant accepts premises in its current state of cleanliness and agrees to return it in a like condition.
7. **PETS:** ABSOLUTELY NO PETS ARE ALLOWED except for special needs for disabled.
8. **TENANT'S OBLIGATIONS:** The Tenant agrees to meet all of Tenant's obligations including:
 - A. Taking affirmative action to insure that nothing exists which might place the Landlord in violation of applicable building, housing and health codes.
 - B. Keeping the building clean, and sanitary; removing garbage and trash as they accumulate.
 - C. Operate all electrical, plumbing, sanitary, heating, ventilating, A/C, and other appliances in a reasonable and safe manner.
 - D. Assuring that property belonging to the Landlord is safeguarded against dangers, destruction, loss, removal or theft.
 - E. Conducting him/herself, guests and visitors in a manner, which will not disturb others.
 - F. Tenant warrants that he/she will meet the above conditions in every respect, and acknowledges that failure to do so will be grounds for termination of this agreement and will be liable for additional payment to recover/replace the building to its original condition.
9. **RIGHT TO SIGN:** The individual(s) signing this Lease/Rental Agreement as to Tenant stipulates and warrants that he/she/they have the right to sign for and to bind all occupants.
10. **UTILITIES:** Utilities are included in rent.
11. **PERSONAL PROPERTY:** No rights of storage are given by this agreement. The Landlord shall not be liable for any loss of personal injury or property by fire, theft, breakage, burglary, or otherwise, for any accidental damage to persons, guests, or property in or about the leased/rented property resulting from electrical failure, water, rain, windstorm, or any act of God, or negligence of Landlord, or any other cause, whatsoever. Tenant covenants and agrees to make no claim for any such damages or loss against Landlord, but to purchase needed "renters insurance" or to provide self-insurance in adequate amounts to offset any risk. Tenant agrees to list Landlord as "additional insured" on their insurance policies.
12. **REMOVAL OF PROPERTY:** Tenant agrees not to remove or alter in any way Landlord's property without specific written permission from the Landlord. Any removal or alteration of owner's property without permission shall constitute abandonment and surrender of the premises, and termination by the tenant of this agreement. Landlord may take immediate possession and exclude Tenants from the property, storing all Tenant's possessions at Tenant's expense pending reimbursement in full for Landlord's loss and damages.
13. **TERMINATION:** All parties agree that termination of this agreement less than 72 hours prior to commencement regardless of cause will constitute a breach of the tenancy as agreed upon on the "CCPC Worship Center Facility Rental Request & Contract" or "CCPC Worship Center Wedding Reservation Application" and all payments shall be forfeited in favor of the Landlord as full liquidated damages at the Landlord's option.
14. **DELIVERY OF RENTS:** Rents may be mailed through the U.S. mail to 15451 Lee Highway, Centreville, VA 20121. Any rents lost in the mail will be treated as if unpaid until received by Landlord. It is recommended that payment made in cash or money order be delivered in person to the Landlord's office at the above address during office hours (Tuesday to Friday between 9:00 a.m. and 5:00 p.m.)

15. **SMOKE DETECTORS:** Smoke detectors have been installed in this property. In the event the detector is missing or inoperative, the Tenant has an affirmative duty to notify the Landlord immediately.

16. **DEFAULT BY TENANT:** Any breach or violation of any provision of this contract by Tenant or any untrue or misleading information in Tenant’s statement shall give the Landlord the right to terminate this contract, evict the Tenant and to take possession of the property. The Tenant agrees to a forfeiture of the payment and Landlord may still pursue any remaining amounts due and owing.

17. **ACKNOWLEDGMENT:** The below-signed parties acknowledge that they have read and understand all of the provisions of this agreement. All heirs, executors, successors and /or assigns bind this contract.

LEGAL CONTRACT: This is a legally binding contract. If you do not understand any part of this contract, seek competent legal advice before signing.

ACCEPTED THIS DAY OF 20

Tenant’s (Renter’s) Signature	Print Name/Title
Tenant’s (Renter’s) Phone	Tenant’s (Renter’s) Email Address
Landlord’s signature / Christ Central Presbyterian Church	Print Name/Title