

Convergence: A Creative Community of Faith
1801 N. Quaker Lane and 1819 N. Quaker Lane
Alexandria, VA 22302
Space Use Policy

Procedure and Policies for use of Convergence Buildings and Property:

Building use requests should be made as far in advance as possible, but at least one week in advance of the date desired.

Building will not normally be available for large meetings or events on Saturday evenings past 9 pm, with exceptions allowed at the discretion of the Convergence staff.

Requests can be made by phone, 703-998-6263 or by e-mail to pmoyer@convergenceccf.net using the Space Use Request form or with the following information:

- Name of Group
- Dates, Days, Start and End Time
- Number of people expected
- Contact person's name, email address, address and phone number
- Purpose of meeting
- Specific space to be used

Groups or persons who are given the privilege of using these facilities will be held accountable for any damage to the facility or personal injuries incurred during their use of the premises.

All activities shall have one contact person who will be notified if the request is approved or denied. The contact person will be asked to sign a written agreement before they are given keys. The contact person is responsible for opening and closing the building and for oversight of the facility while in use, including the following:

- Set-up, tear down and clean-up of area(s) used for their event.
- Leaving the building clean and in order. Areas, including parking areas, must be restored to original condition or better.
- Dispose of garbage properly, or leave sealed bags in designated/agreed upon location.
- Reset thermostat to posted temperature.
- Observe the smoking, alcohol, and safety requirements below

Smoking, Alcohol, And Safety Requirements:

- Smoking is prohibited inside of Convergence buildings. Please be sure to use proper disposal of cigarettes outside.
- Alcoholic Beverages are prohibited unless pre-approved.
- Safety and health of participants are the responsibility of the group or organization using the building or sponsoring the event.
- Whenever anyone under the age of 18 years old is present there will be appropriate adult supervision at all times by an adult approved by the church staff.

- A liability waiver statement or evidence of liability insurance may be required from outside organizations using our buildings.
- A Convergence Member may be required to be present for the duration of events
- Users are requested to provide advance copy of any advertising before it is published.

Final decisions about Convergence building use remain with the Advisory Team with the authorization of the Trustees.

Financial arrangements:

Requested Donations: Organizations using the building will be asked to make a donation to defray the cost of utilities, custodial services and supervisory services. This donation must be made before or on the date of the event, unless other arrangements have been made in advance with the Church Coordinator. Checks should be payable to “Convergence” and should be given to the administrator prior to the activity.

Security Deposit: A security deposit will usually be requested. The amount of the deposit will be determined by the Convergence fee schedule, and Advisory Team. This may be waived at the discretion of Advisory Team.

- The security deposit will be returned to the user(s) after the used space has been inspected following the event and found to be in the condition it was in prior to the use.
- Failure to notify the church office of cancellation of an event may result in the forfeit of the security deposit.
- Damage of facilities or grounds will be paid for in full by the user(s), and the security deposit will be applied toward this amount.
- The Office Manager will ensure that scheduled events are posted on the Convergence calendar after receipt of security deposit.

Please Specify What is Needed:

- Usage may or may not include use of tables, chairs, pianos, and sound system, as specified in written agreement.
- Usage of the kitchen may or may not include use of all appliances, equipment, dishes, etc. Please specify what is needed. The kitchen must be returned to the condition as found or better.

In the event of last minute changes and or weather related closures, Convergence will need emergency contact numbers for the responsible party. You may contact Pam Moyer at 571-278-7115 should there be an after hours emergency.

I have read and understand the details of the Convergence Space Usage Policy, and agree to follow all procedures as stated.

Signature Date