



# *Events at* **IQOU**

*Inspired by nature,  
Designed for you.*

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# GENERAL INFORMATION

IQOU Theological College located in historic Charlotte Court House, Virginia offers a variety of event spaces that combine natural beauty with historic charm. From intimate ceremonies at the Gazebo to large gatherings on the JMJ Lawn, IQOU provides versatile venues for educational, social, and cultural events.



## About the College

IQOU Theological College is dedicated to nurturing leaders who emerge from a foundation of faith and learning. The state-recognized campus features serene natural landscapes and historic architecture, making it an inspiring setting for events. With flexible indoor and outdoor spaces, IQOU is well-suited to host weddings, conferences, lectures, and community gatherings.

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# PRICES & FEES

## Venues & Pricing

Below are the ONE day rental rates (weekdays or weekends) for each available space:

- Entire Venue Rental: \$3,000
- The Gazebo: \$1,000
- Heritage Hall: \$1,500
- Eminence Courtyard: \$500
- JMJ Lawn: \$500
- The Meadows: \$500



# FREQUENTLY ASKED QUESTIONS

**Q: When do I need to submit forms and payments?**

A: All required forms, approvals, and payments must be completed before the day of your event. This secures your reservation and ensures that the facility coordinator has the necessary details to prepare. Without these items in place, access to the venue cannot be granted, so it is very important to meet all deadlines in advance.

**Q: Do I get access to the venue before my event?**

A: Yes. Venue rentals include two hours of access the day before your event. This time may be used for decorating, setting up, or rehearsals. It allows you to prepare comfortably without rushing on the actual event day.

**Q: Will someone from IQOU assist me during my event?**

A: A facility coordinator will be present throughout your event. Their role is to unlock and lock the facility, safeguard the property, and enforce policies. While they are not event planners, the Events Office can help with scheduling and recommend professional event coordinators in the area if additional support is needed.

**Q: Who is responsible for decorations, cleanup, and removal of items?**

A: The renter is responsible for providing, setting up, and removing all decorations, materials, and personal belongings immediately after the event. All trash must be placed in the appropriate receptacles. Failure to remove items promptly could result in additional cleaning or storage fees.

**Q: What restrictions apply to candles, flames, and lighting?**

A: For safety reasons, open flames such as candles are not permitted. Only flameless or battery-operated candles may be used. This rule helps protect the facilities, reduce fire risks, and maintain a safe environment for all guests.

**Q: How can I attach decorations without causing damage?**

A: To preserve the condition of walls, furniture, and fixtures, nails, staples, tacks, and tape are not allowed. Acceptable options include ribbon, rubber bands, or Command™ strips. If you are unsure about whether your method is permitted, the Events Office can advise you before your event.

**Q: Are flower petals, confetti, or dried flowers allowed for decorating?**

A: Indoors, confetti, dried flowers, and fresh rose petals are prohibited, as they can stain and are difficult to clean. Only silk or artificial flowers and petals may be used inside, and these must be removed during cleanup. Outdoors, fresh flowers are permitted, but confetti, silk petals, and artificial decorations are not allowed since they can scatter, harm the environment, and leave behind debris.

**Q: Can I bring live plants or floral arrangements?**

A: Yes. Live plants and flower arrangements are welcome, but a protective covering must be placed under all plants and vases to prevent water damage, stains, or scratches on tables and flooring.

**Q: Is alcohol allowed at IQOU events?**

A: No. Alcohol is strictly prohibited at all event venues. This rule reflects IQOU's values and ensures compliance with

institutional policies.

Guests and organizers are expected to respect this regulation without exception.

**Q: What types of events can be held at IQOU?**

A: Facilities are available for wedding ceremonies, receptions, educational programs, and community gatherings that are consistent with IQOU's mission. Events that conflict with IQOU's religious mission, doctrinal statement, or institutional policies will not be permitted.

**Q: What happens if damage occurs during my event?**

A: Renters are financially responsible for any damages caused to the facilities, equipment, or grounds. This includes broken furniture, stained surfaces, or damage to structures such as the gazebo. Costs for repair or replacement will be billed directly to the renter.

**Q: Who do I contact if there is a problem during my event?**

A: If an issue arises, contact the Events at IQOU Office at (434) 542-2212 or email [info@iqou-college.org](mailto:info@iqou-college.org). During your event, the facility coordinator will also be on-site to assist with emergencies, answer questions, and ensure policies are upheld.



# RENTAL AGREEMENT

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## RENTAL TERMS & CONDITIONS

The following must be submitted to IQOU-TC at least 30 days prior to your event:

- A signed copy of this document

### Cancellation Fees

- Fifty-percent of the rental cost is forfeited if notice of cancellation is given 28 or more days before the start date of your event.
- The entire rental cost will be forfeited if notice of cancellation is within 14 days of the start date of your event.

Neither party will be liable for failure to fulfill the obligations outlined above if such failure is a result of Acts of God, including: fire, flood, earthquake, hurricane or other natural disaster, war, invasion, government shutdown, or interruption or failure of electricity or telephone service. Should the area be deemed unsafe or nonfunctional, the renting party may at their option choose to reschedule their event or receive a full refund.

### Access

Access is permitted only during the times outlined in your rental agreement, including:

- Set up and clean up
- Access by service providers, like decorators, florists, photographers, DJs, and caterers

### Alcohol

Alcoholic Beverages are strictly not allowed. If consumption of alcohol is found to take place inside or outside of the building, your event will be shut down with no refund.

Smoking is not permitted inside OR outside on the property.

By signing, you are acknowledging that it is your responsibility to clean the building and grounds to their pre-arrival condition before the rental period expires. Failure to do so will result in an **Excessive Cleaning Fee** being charged at **\$50 per hour, with a minimum three-hour (\$150) charge.**

Equipment or facility damage beyond repair will be billed to the customer at **new replacement value.**

A **trash dumpster** is located in the back of the building, adjacent to the outside wall of Heritage Hall.

### Decorations and Attachments

Attachment of any adhesive or fastener to any element of the facility ceiling—including ceiling tiles, light fixtures, ceiling fans, projector and projector mount, projector screen or casing, and speakers—is prohibited.

Other decorations, if attached to walls, molding or paneling, must not cause damage upon removal. Acceptable attachment options include:



## RENTAL TERMS & CONDITIONS (cont.)

Easy release painter's tape

- Easy release silicone or putty adhesives
- 3M Command Strips\*

*When using 3M Command Strips, you must ensure all application and removal instructions are followed, and that all strips are removed before the end of your rental period. Repairs for faulty installation or removal, or use of substitute brands that result in damage will incur a \$150 charge.*

### Furniture and Equipment

A LIMITED number of tables, chairs, furnishings, and other requested equipment MAY be made available to you by IQOU-TC staff prior to the start of your event.

It is the customer's responsibility to set up and arrange all tables and chairs.

All furniture (excluding deck furniture) must remain indoors at all times.

If additional seating outside of what IQOU-TC is able to provide is required for your event, it is your responsibility to rent or obtain these items from another provider prior to your event.

Ladders, steps, lifts, and/or other equipment owned by IQOU-TC are not available for public use.

## PARKING & TRAFFIC

Please observe all posted speed limits (25 mph) and traffic control signs. IQOU-TC roads are regularly traveled by adult and children hikers and bikers.

Parking for event guests is included in your rental, and applies only at the IQOU-TC event parking areas. A daily parking fee will be charged for use of other campus amenities.

## SEATING & FACILITY ARRANGEMENTS

The main event hall can accommodate up to 250 guests, depending on the number and type of tables you choose.

**Table Options (feel free to rent the following from outside vendors):**

- Rectangular (6'L x 2.5'W) — seats 6 — 32
- Rectangular (8'L x 2.5'W) — seats 6–8\* — 25
- Round (5' diameter) — seats 6–8\* — 25

\*Rectangular tables can seat up to eight only if guests are seated at table ends. The ideal number of guests for both rectangular and round tables is six to ensure guest comfort.

### Seating in Other Areas

- Room A — Size of room 20x30, with maximum occupancy of 60 persons suggested layout using 10 rectangular tables (6'L x 2.5'W) (tables and chairs NOT provided).
- Room B — Size of room 20x30, with maximum occupancy of 60 persons suggested layout using 10 rectangular tables (6'L x 2.5'W) (tables and chairs NOT provided).
- Gazebo can seat approximately 8-10 people, (rectangular table provided).

# Events at IQOU

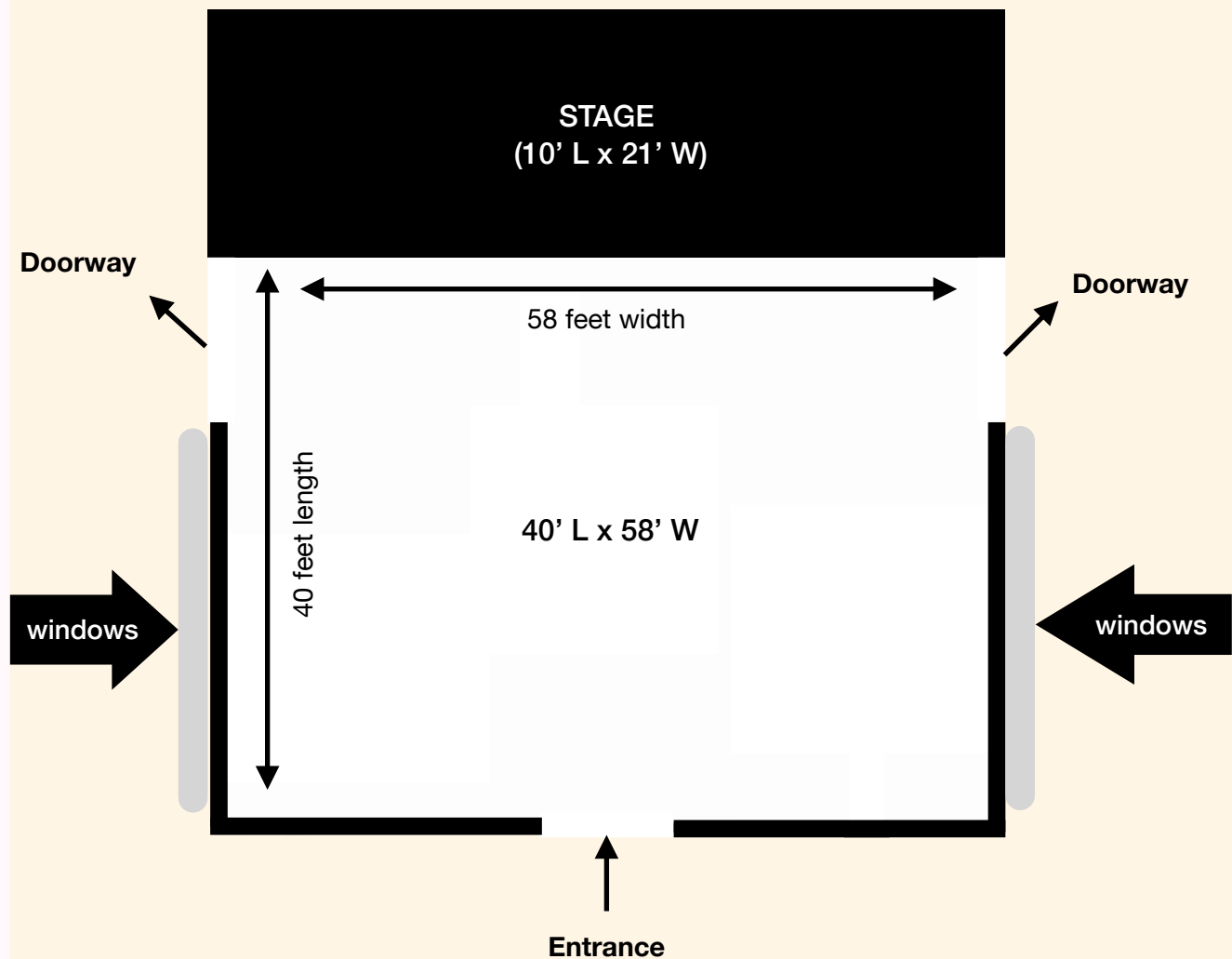
## Policies

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1. Completed forms must be turned in, approvals must be received, and all fees must be paid prior to the day of the event
2. Rental of the venues include access to the facilities two hours the day before the event.
3. The Events at IQOU Office will assist you with the scheduling details for your event. You may contact the Events Office at (434) 542-2212 or [info@iqou-college.org](mailto:info@iqou-college.org). A facility coordinator will be on-site the day of your event to unlock and lock the facility, protect the interests of the estate, and ensure that all policies and regulations are followed. Events at IQOU does not provide event coordinators but can make recommendations regarding coordinators in the area.
4. The applicant is responsible for providing and removing all decorations, event materials, and personal items. Items must be removed immediately following the event. All trash must be in trash receptacles.
5. The applicant is responsible for any damage done to the facility, including any damage done to decorative items, furniture, or fixtures including the gazebo.
6. Live flame candles are not permitted. Battery operated candles can be utilized.
7. Nails, staples, tacks, or tape may not be used on any surfaces. You may use ribbon, rubber bands, and/or Command™ strips. If you have questions about the use of a product, please contact the Events at IQOU Office.
8. Dried flowers, confetti & fresh rose petals etc. are not permitted. Silk or artificial flowers and rose petals are permitted but all traces must be removed.
9. A protective covering must be placed under all plants, and flowers vases.
10. Alcohol is prohibited on all event premises.
11. Events at IQOU reserves the right to make its facilities available only for events and other ceremonies that are not inconsistent with the religious mission, doctrinal statement, and policies of IQOU.



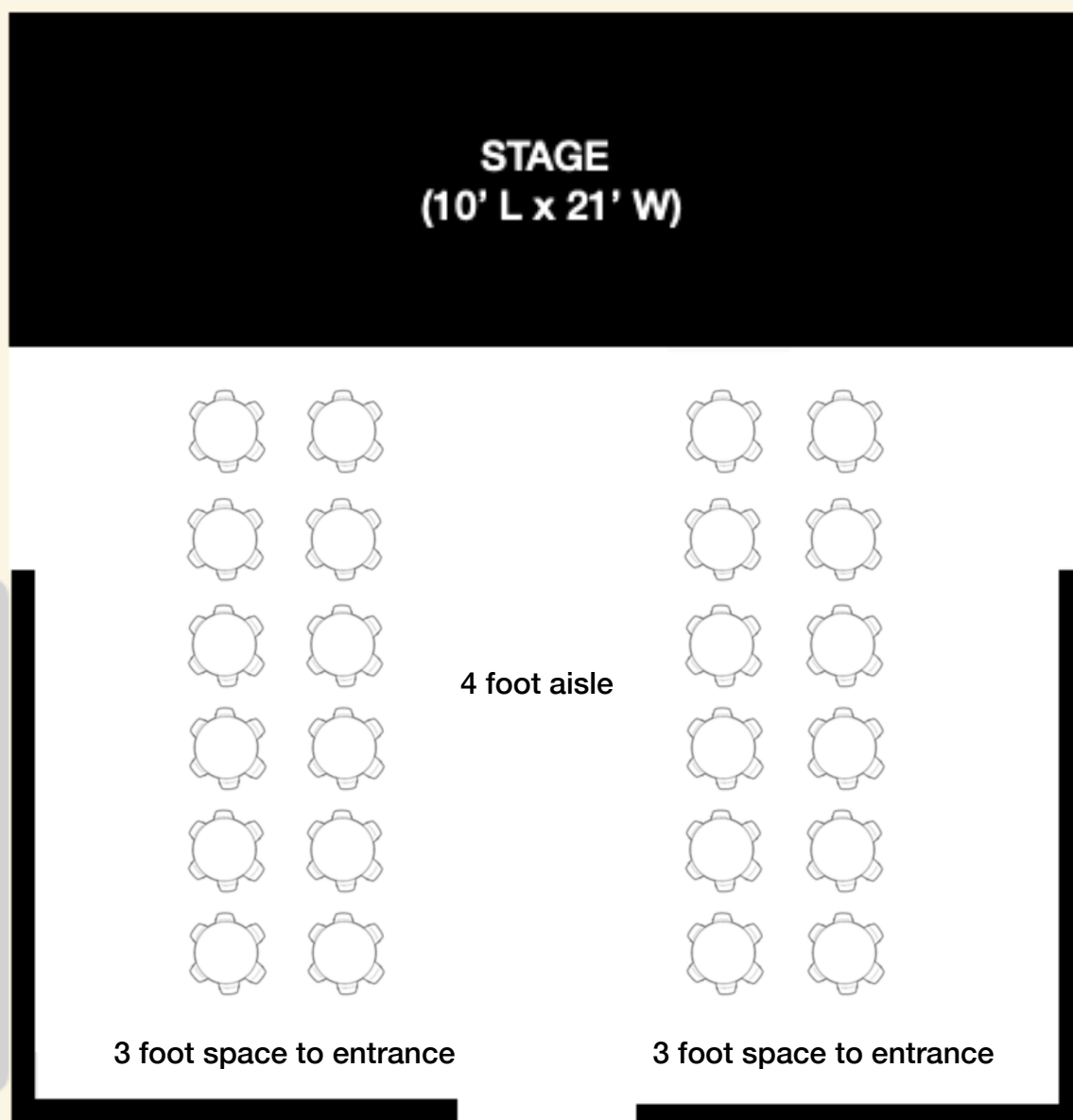
# 01 EVENT SEATING (Hall)



Open Floor Plan -  
No Seating

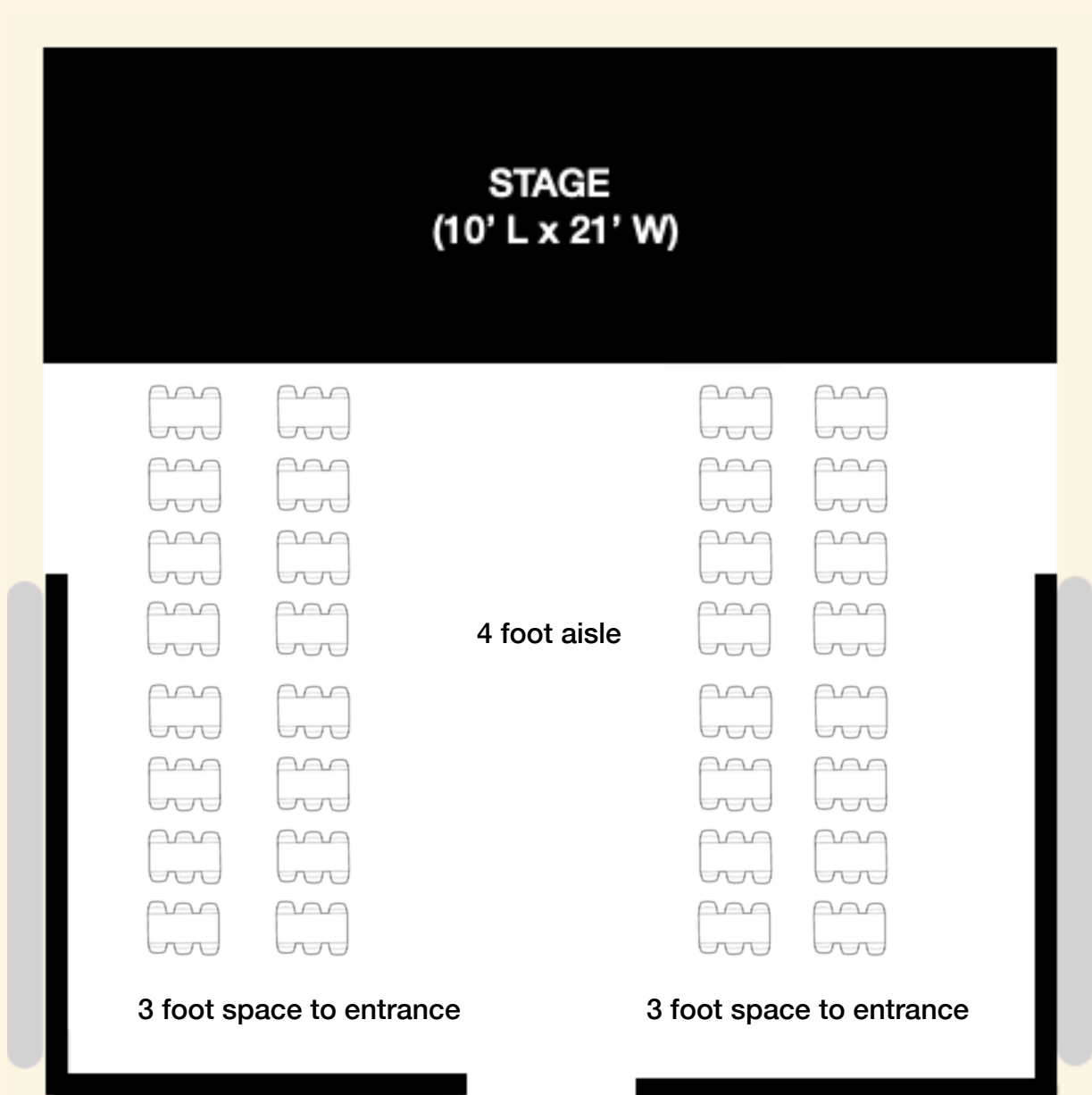


## 02 EVENT SEATING (Hall)



Floor Plan -  
**Round** Table Seating

## 03 EVENT SEATING (Hall)

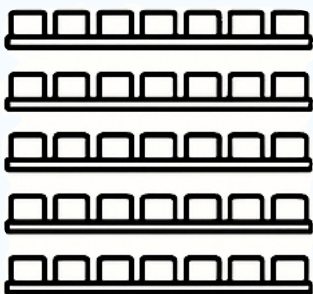


Floor Plan -  
**Rectangle** Table Seating

# VENUE CAPACITY

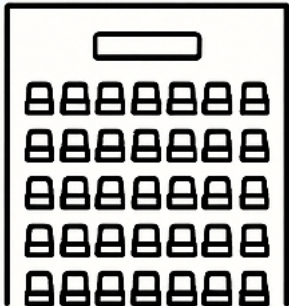


GAZEBO  
8-10  
CAPACITY

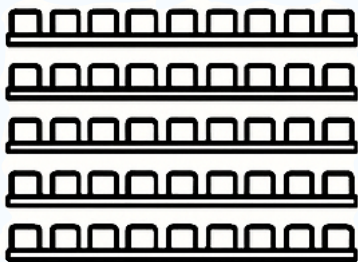


MEADOWS  
300  
CAPACITY

## HERITAGE HALL



HERITAGE HALL  
250  
CAPACITY



EMINENCE COURTYARD  
300  
CAPACITY



JMJ LAWN  
300  
CAPACITY

UNLIMITED OPTIONS FOR SEATING  
ARRANGEMENTS



# CLEANING CHECKLIST

By signing, you acknowledge that it is your responsibility to return the building and grounds to their pre-arrival condition before the end of your rental period. Failure to do so will result in an **Excessive Cleaning Fee of \$50 per hour (minimum \$150 charge)**.

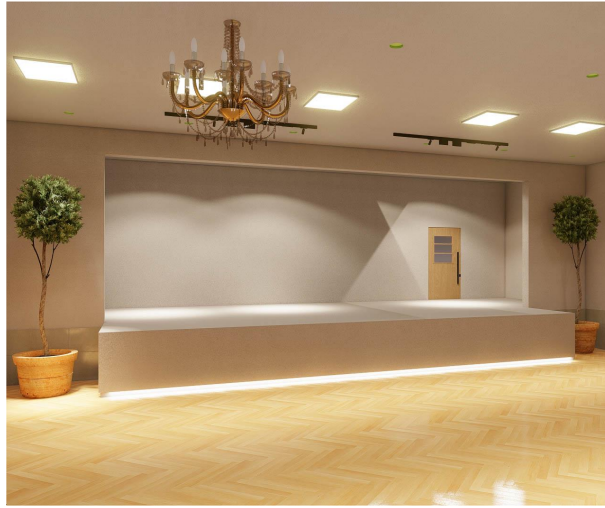
Please complete the following before departing:

- Remove all decorations, tape, Command Strips, adhesives, and other items brought in for your event.
- Return all tables and chairs to their original location and condition.
- Wipe down all tables, counters, and surfaces used during your event.
- Sweep and mop floors in all areas used.
- Take all trash to the designated dumpster outside.
- Remove all food, beverages, and personal items from the event space.
- Ensure bathrooms are left in clean condition (toilets flushed, counters wiped, trash emptied).
- Check outdoor areas (decks, patios, lawns, gazebos) for trash or items left behind.
- Turn off all lights and equipment before leaving.
- Close and lock all windows and doors.



# GALLERY

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# A WORD FROM OUR STAFF

Thank you for considering **IQOU Theological College (IQOU-TC)** as the setting for your special occasion. Our campus has been blessed with beautiful spaces that provide a meaningful backdrop for gatherings of all kinds — from intimate ceremonies beneath the gazebo to celebrations that fill the lawns and halls with joy.

It is our hope that every event held here reflects the spirit of community, respect, and harmony that IQOU-TC strives to cultivate. While these facilities are yours to enjoy during your time with us, they are also part of a living, learning environment that serves students, faculty,

and guests. We ask that you treat them with the same care that our own community members extend every day.

Our events team is here to assist you, answer your questions, and help ensure that your experience is as seamless as possible. Should you encounter any challenges during your event, please reach out to the **Events Office** or the **facility coordinator on duty**, who will gladly offer support.

We are honored to share our grounds with you and your guests. On behalf of all of us at **IQOU Theological College**, we wish you a successful, memorable, and joyful event.





# RENTAL ACKNOWLEDGMENT

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I have read and fully understand the **Rental Terms and Conditions** set forth by **IQOU Theological College (IQOU-TC)**. By signing this agreement, I accept responsibility for ensuring that all guidelines and policies are followed, that the facility and grounds are cared for properly, and that all fees are paid in accordance with the contract.

I understand that failure to abide by these terms may result in additional charges or forfeiture of rental privileges.

## **Renter Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Time(s): \_\_\_\_\_

Rental Space(s): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**Signature of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IQOU-TC Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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