



## BUILDING USE FOR LARGE ONE-TIME EVENTS

- *Weddings, Bar/Bat Mitzvahs, Coming of Age Ceremonies* -

Includes rehearsal to be scheduled at a mutually agreeable time.

### Fee Structure

Chapel ( <i>no food</i> ) seats up to 90	\$900
Sanctuary 300 in seats / 170 at round tables	\$1500
Kitchen	\$200
Lounge ( <i>good for cocktail hour</i> )	\$100/hour (3 hour minimum); \$50 per additional hour
staff support	\$30/hour per staff member
coffee service (up to 100 people)	\$50
AV system & support ( <i>depending on needs may be lumped into the staff support fee</i> )	\$200

**Note:** A 50% deposit is due at contact signing, and is refundable up to one month before the event. The remaining 50% balance is due by the day of the event, aside from staff support, which is billed the week after the event.

## Facility Use Agreement for One-Time Use

***I have read and fully understand the regulations on the following pages pertaining to the use of space at Cedar Lane Unitarian Universalist Church. I agree to follow CLUUC policies by signing below.***

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Email & phone #: \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Space(s) Requested: \_\_\_\_\_

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

Kitchen Use (beyond coffee service)  yes  no

Special arrangement or equipment needed (including A/V needs)?

Deposit: \_\_\_\_\_

Amount due on or before day of event: \_\_\_\_\_

Total fee (excluding staff support fee): \_\_\_\_\_

The following space(s) will be reserved for your use: \_\_\_\_\_

Staff Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Total fee may be adjusted if room adjustments, staff presence changes, AV requirements, etc. are made. Contact the church at least 4 weeks prior to event for instructions regarding set-up and access to the building. Please sign and return one copy with 50% deposit.

## Regulations for one-time events

- *weddings, bar/bat mitzvahs, coming of age ceremonies, music programs, celebrations, etc.* -

**PAYMENT:** Fees are determined from the time the building users, including caterers, need access to the facility to the time they leave. Adequate time to set up and clean up after the event must be included in the rental time allotted. The deposit is 50% of the total cost (excluding staff time) to be paid at the time of booking. The remaining 50% is to be paid by the day of the event. Checks can be made out to “CLUUC” with the date and event type (e.g. “wedding”) written in the memo line. CLUUC members pay 50% of the total rental space cost and 100% of the cost of staff time and additional staff services (e.g. coffee service).

**ACCESSIBILITY:** CLUUC is handicapped accessible. There are fully accessible restrooms on the main and lower floors of the building that can be reached via the elevator in the Lounge.

**ALCOHOLIC BEVERAGES:** Only wine and beer may be served. Maryland state law must be observed, especially no service to minors. If your event will have wine and beer for sale or included in an admission fee, then you must obtain a special one-day Class C license from the Montgomery County Department of Liquor Control. Information here: [montgomerycountymd.gov/DLCLRE/Licensure/ClassC.html](http://montgomerycountymd.gov/DLCLRE/Licensure/ClassC.html) or by calling 240-777-1999. Wine and beer provided without charge requires no license.

**QUILTER’S PREP ROOM (AND LIBRARY, IF NEEDED):** The wedding/commitment party may use a room as a preparation area. But please let the Director of Communications know that the room will be used well in advance.

**CANCELLATIONS:** Any changes to times or cancellations must be made least one month prior to your event. Any cancellations within a month of your event result in a forfeit of the 50% deposit.

**CATERING:** CLUUC does not provide onsite catering. You are welcome to bring your own food or use a caterer of your choice. If you’d like some recommendations, please contact the Director of Communications. All communications and arrangements with caterers are your responsibility.

**CHAIRS:** Extra chairs that are not required must remain in the sanctuary. They may be placed on the racks under the choir loft stairs.

**CHAPEL:** No food or drink may be consumed in the chapel.

**CHILDREN:** Children must be supervised at all times. If a separate children’s room is needed, it must be arranged with the Director of Communications. Children may not be allowed to be in any rooms except the ones that have been reserved.

**CLEAN UP:** Nothing may be left in the room you use. Please leave the rooms as they were before and in the same, if not better, condition. Please make sure all trash makes it to the trash bins and then to the dumpsters in the lower level parking lot. If you spill anything on the carpet, please make an effort to clean it as quickly as possible. No food or drinks may be consumed in the chapel. All guests are subject to a minimum \$75 clean-up fee if the rental space is not returned to a clean, orderly state after your event.

**CONFETTI:** Birdseed, rice, glitter, flower petals, and/or confetti may NOT be used for decorations or thrown either in the buildings or outside. Bubbles and flower petals may be used outside only.

**DAMAGE OR INJURY:** The renter is responsible for any property damage, loss, or personal injury resulting from the renter's use of CLUUC premises. Homeowner or organization liability insurance may cover such rentals, but renters should check with their insurance agents to verify.

**DECORATIONS:** Bulletin boards and other pictures and wall decorations will remain in place. Nothing is to be removed or rearranged without prior approval from the Director of Communications. Decorations for your event must be placed with care so that there is no damage to the building or furniture. You may not tape any signs or banners on doors or windows.

**DELIVERIES:** CLUUC cannot be responsible for deliveries from caterers, florists and furniture rental, etc. to the building or for things left before, during or after your event. All deliveries must be dropped off and picked up the day of the event unless special arrangements are made with the Director of Communications.

**FLOWERS:** Arrangements for flowers may be made with the florist of your choice. The florist must arrange delivery within the operating hours of the church, which are Tues – Fri, 10 – 4 pm. We prefer all flowers to be delivered the day of the event.

**HEATING AND COOLING:** A staff person will take care of this for you.

**KITCHEN:** Use of the kitchen is a separate rental and must be arranged with the Director of Communications. Sinks, stoves, ovens, coffee urns, and counter space are available for your use. Refrigerator space must be arranged for in advance and availability depends on CLUUC events. Please do not leave any food or beverages behind after your event. No utensils, dishes, cutlery, pots, linens, tablecloths, or paper/plastic goods (other than paper towels and trashcan liners) are available.

**LAWNS:** In order to keep our grounds healthy, guests are not permitted to heavily walk or play on the grass. If you would like to take photos on the lawns at your event, this request needs to be approved by the Director of Communications.

**AUTOMATIC LOCKING SYSTEM:** CLUUC has an automatic locking system that unlocks at 7:30 a.m. and locks at 9:30 pm. Guests may exit after the doors automatically lock, but will not be able to re-enter. Please make sure that your group is aware.

**LOST AND FOUND:** CLUUC cannot be responsible for items left before, during or after your event in the buildings.

**NOISE:** We have been part of the community for over 50 years. To respect our neighbors, no sound will be amplified outside the building.

**PARKING:** There are approximately 125 parking slots in the CLUUC parking areas - both the main lot and the lower lot and overflow may park on either Cedar Lane or Culver Street. Please honor the handicapped parking spaces and please do not park in reserved parking spaces. Please advise your participants of these limits.

**PIANO:** A fee is charged for the use of the piano (\$75). Absolutely no food or drink is allowed on the pianos and covers must be put back on when finished. The pianos are tuned regularly. Any questions regarding the tuning or condition of the pianos must be referred to the Director of Music, Henry Sgrecci, at [hsgrecci@cedarlane.org](mailto:hsgrecci@cedarlane.org). The pianos cannot be placed on the stage under any circumstances nor leave the rooms in which they are stored.

**PUBLIC TELEPHONE:** Telephones are located in the lounge and outside Room 1-2 in the lower level. They are toll-restricted. Dial 9 for an outside line.

**RECYCLING:** CLUUC is committed to reducing trash by recycling. There are blue recycling bins in the kitchen for plastic, metal and glass and in the upper foyer for paper.

**SEATING CAPACITY:** The sanctuary seating capacity is licensed to hold no more than 344. It can hold approximately 285 in seats and 170 at round tables. The chapel seats about 90.

**SET-UP FORM:** The set-up form for your event must be completed and returned to [facilities@cedarlane.org](mailto:facilities@cedarlane.org) at least one week prior to the day of your event.

**SMOKING PROHIBITED:** Please announce at your event that CLUUC has designated its building as a no smoking building. Smoking may occur only outside the building.

**SOUND SYSTEM:** The sound system may be used only by prior arrangement. Sound system usage requires staff presence. The cost is \$200 unless otherwise arranged. If you are using the sound system for the event, all AV materials need to be given to the designated Facilities or AV Technician at least one week prior to the event. Two weeks is preferred. This allows us to make sure the AV materials are compatible with our system and to avoid last-minute emergencies. The sound system must be attended at all times to insure proper functioning, and for the convenience and protection of the user.

**STAFF HIRING:** CLUUC requires that renters hire at least one staff person to work all large, one-time events. Staff will provide set-up, assistant in clean-up, and be available during the event as needed. The cost is \$30/hour with a four hour minimum per person. CLUUC members pay 100% for this cost.

**TABLES AND CHAIRS:** We have 19 round tables that are 54" diameter, 15 tables that are 30"x 8', 21 tables that are 18" x 6', as well as 6 card tables, and approximately 300 chairs.

**TRASH:** Trash and recycling generated by the event must be taken to the dumpsters in the lower level parking lot.

**USE OF THE FACILITY BY OUTSIDE CLERGY:** CLUUC will make its facilities available to outside clergy by prior arrangement with the senior minister of CLUUC.

*Keep yourselves and our property safe by following the aforementioned rules. For further information, or to schedule an appointment, please contact [roomreservations@cedarlane.org](mailto:roomreservations@cedarlane.org).*