



Rates for Small Group Rentals

Rooms	Price	Capacity
Sanctuary	\$200 per hour, 3 hour minimum (\$600 minimum), \$125 for each additional hour	Standing 344 Seated 300 Seated at tables 170
Chapel	\$125 per hour, 3 hour minimum (\$375 minimum), \$75 for each additional hour	Seated 90
Lounge	\$100 per hour, 3 hour minimum (\$300 minimum), \$50 for each additional hour	Standing 120 Seated 70 Seated at tables varies
Kitchen	\$200 per use	N/A
Room 1-2	\$50 per hour, 3 hour minimum (\$150 minimum), \$25 for each additional hour	Seated 30
Rooms 3,4,10,11,12,15,16	\$20 per hour, 3 hour minimum (\$60 minimum), \$10 for each additional hour	Seated 20
Room 5-6	\$30 per hour, 3 hour minimum (\$90 minimum), \$20 for each additional hour	Seated 30
Room 30-31	\$50 per hour, 3 hour minimum (\$150 minimum), \$25 for each additional hour	Seated 30
Room 32-35	\$50 per hour, 3 hour minimum (\$150 minimum), \$25 for each additional hour	Seated 50

Service Fee Schedule

Service	Price
Coffee Service	\$50
A/V Technician (must be arranged in advance)	\$200
Facilities Staff (if needed for event, overtime rate)	\$35 per hour, per staff member

Equipment Fee Schedule

Item	Price
Piano Use	\$75
Rear Screen Projector (Sanctuary)	\$100 per use
Portable Projector	\$20 per use
Portable Projector Screen	\$10 per use
Laptop	\$20 per use

Our main building is available to rent, although please note that **we rent only to registered non-profit organizations that can provide their own insurance.** We reserve the right to refuse rental to any organizations profoundly in disagreement with the mission and vision statements of our church.

Our facility is also available for baby dedications/baptisms, coming of age ceremonies, such as bar/bat mitzvahs and quinceañeras, as well as weddings/commitment ceremonies and memorial services.



Contact Sara Davidson, Director of Communications, 301-493-8300 x202 or sdavidson@cedarlane.org for more information.

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: _____

Regulations for the Ongoing Rentals

Use of the building by outside groups is contingent upon permission of the Director of Communications, and completion of a signed agreement.

1. Reservations must be made through the Director of Communications. Full payment must be received by the day of the event. Seasonal renters are expected to provide the church with a month's notice of cancellation of their agreement.
2. Responsible adult(s) must be in charge and present during the use of building by any group.
3. The expectation of the church is that its facilities will be left as clean, orderly and neat as they are found. Trash and recycling should be removed to the dumpsters in the lower level parking lot unless prior agreement on cleaning has been made.
4. Use of the kitchen facilities for any purpose must be arranged in advance and be specified in the use agreement.
5. Any damage that occurs during use of the building must be reported as soon as the church office is open following the event. Groups will be held responsible for the cost of repairs due to damage.
6. No nails, thumb tacks, push pins, tape, etc. may be used to hang or affix any posters or decoration in any place in the church other than on boards especially designed for that purpose. All decorations must be removed at the close of each event.
7. No materials are to be left or stored at the building without advance permission.
8. Children or youth groups must have adult leaders present 15 minutes prior to the start of any event and must remain until all members of the group have left the building.
9. Prudent use of beer and wine is allowed at events. Non-alcoholic beverages must also be available. All laws pertaining to the consumption of alcohol must be observed. Groups are held responsible for the behavior of individual participants. *Liquor is not permitted.*
10. Each group is responsible for closing windows, returning chairs, and turning out lights as is necessary at the close of each meeting or event.



11. Persistent, excessive noise (i.e., loud enough to disrupt other users and neighbors) in the building or in the parking lots or on the grounds is not permitted.
12. Cedar Lane Unitarian Universalist Church is a no smoking building. Smoking outside of the building is permitted as long as cigarette butts are thrown away and are not littered on the ground.
13. Please note that we have 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 of this and please remind them to take their belongings with them.