

Regulations for Building Use

Use of the building by individuals and groups is contingent upon permission of the Cedar Lane UU Staff Team.

1. Responsible adult(s) must be in charge and present during the use of building by any rental or meeting group (“renter”).
2. The expectation of the church is that its facilities will be left as clean, orderly and neat as they were found. Trash and recycling should be removed to the dumpsters in the lower level parking lot unless prior agreement on cleaning has been made.
3. Use of the kitchen facilities for any purpose must be arranged in advance and be specified in the building use agreement.
4. Any damage that occurs during use of the building must be reported to your Staff Contact immediately. Renters will be held responsible for the cost of repairs due to damage.
5. 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.
6. No materials are to be left or stored at the building.
7. 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.
8. 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. Renters are held responsible for the behavior of individual participants. *Liquor is not permitted.*
9. Each rental group is responsible for closing windows, returning (or stacking) chairs, and turning out lights as is necessary at the close of each meeting or event.
10. Persistent, excessive noise (i.e. loud enough to disrupt other users and neighbors), in the buildings, in the parking lots or on the grounds, is not permitted.
11. Cedar Lane Unitarian Universalist Church is a No Smoking/No Vaping building. Smoking outside of the building is permitted as long as cigarette butts are disposed of properly and safely and are not littered on the ground.
12. Please note that we have an automatic locking system that unlocks at 8:00 am and locks at 10:30 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.