

# Regulations for Events

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

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**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 to be paid at the time of booking. The balance 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.

**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.

Learn more: [www.montgomerycountymd.gov/dlc/licensure/license/one-day/](http://www.montgomerycountymd.gov/dlc/licensure/license/one-day/) or by calling 240-777-1999. Wine and beer provided without charge does not require a license.

**CATERING:** All large events serving food and drinks must provide a caterer. If you would like some recommendations, please contact the Administrative Coordinator. All communications and arrangements with caterers are your responsibility. Caterers and/or renters must remove trash and decorations at the end of the event.

**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 Administrative Coordinator. Children may not be allowed to be in any rooms except the ones that have been reserved.

**CLEAN UP:** Nothing may be left behind after the event. Please leave the rooms as they were before and in the same, if not better, condition. Please make sure all trash and recycling is properly removed (you may use 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. All guests are subject to a minimum \$100.00 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 Administrative Coordinator. 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.



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**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 Administrative Coordinator or designated staff person.

**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 Tue-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 adjustments of room temperature.

**KITCHEN:** Use of the kitchen may be included in the rental agreement, please verify with the Administrative Coordinator. Sinks, stoves, ovens, coffee urns, and counter space are available for use by the caterer. 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 Administrative Coordinator.

**AUTOMATIC LOCKING SYSTEM:** CLUUC has an automatic locking system that unlocks at 8:00 a.m. and locks at 10:00 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 may be charged for use of the piano. Absolutely no food or drink is allowed on the pianos and covers must be put back on when finished. The pianos are tuned regularly. 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.



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**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.

**SMOKING PROHIBITED:** Please announce at your event that CLUUC has designated its building as a No Smoking/No Vaping building. Smoking may occur only outside the building. Cigarettes should be disposed of properly and in a safe manner.

**SOUND SYSTEM:** The sound system may be used only by prior arrangement. Sound system usage requires staff presence. The cost is \$200.00. If you are using the sound system for the event, all AV materials must be communicated to [roomreservations@cedarlane.org](mailto:roomreservations@cedarlane.org) 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 at least one staff person to work all large, one-time events. Staff will assist with facility questions, supervise the caterer and guests, to make sure the event ends timely, and supervises the proper cleanup. The cost is included in your rental package. Additional facility staff may be required for an additional fee. CLUUC members may need to pay for this cost if other fees are waived.

**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'
- 6 card tables
- 300 chairs (approximately)

**TRASH:** Trash and recycling generated by the event must be removed from the building. There are trash and recycling dumpsters available 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 the Administrative Coordinator at [roomreservations@cedarlane.org](mailto:roomreservations@cedarlane.org).*

