

**Cedar Lane Unitarian Universalist Church
Operational Procedure**

Subject: Rentals

Number: #119

Effective Date: September 2017

Approved By: Senior Staff Team

All users are required to complete a contract with the CLUUC office to reserve use of any facility on the campus, even where fees for such use may not be charged. The Executive Director or their designee has the authority to determine reasonable charges for any unusual circumstances or extraordinary demands placed on staff or facilities by the user. All such charges are subject to approval by the Executive Director. Rental fees for groups requesting regular, recurring rentals will be negotiated on a case-by-case basis.

CLUUC members, pledging friends, or employees are not charged fees for using the facilities for spiritual ceremonies: Weddings, memorial services, or child dedications. Members/friends pay custodial and setup fees for non-spiritual facility uses, and 50% of the regular fee for personal business activities (recitals, classes for which a fee is charged, etc).

Members/friends/employees may not rent the facility on behalf of another person or organization in order to qualify for a lower rental fee. The exceptions to this rule will be immediate family (parent, child). Exception requests will be brought to the attention of the Executive Director.

Any group sponsored by one of the congregation's lay ministries should contact the Executive Director to see what charges might be incurred for setup and custodial requirements. Rental fee concessions may be made by the Executive Director or the Senior Minister for events or organizations deemed to be of service to the broader community.

The fees charged for room rentals do not include use of the sound system, piano (with the exception of recitals which assume use of the piano), tablecloths, or any other CLUUC equipment other than tables and chairs that are present in the particular area being rented. Kitchen use assumes use of any of the equipment in the kitchen including coffee pots, but DOES NOT include use of the CLUUC tableware, silverware, or paper products. Renters and their guests have use of the parking lot. Neighborhood groups have rented just the parking lot space for their overflow guests and a charge for that use must be discussed with the Executive Director.