



CLAREMONT UNITED
CHURCH OF CHRIST

BUILDING USAGE FEES 2026

To discuss building usage at Claremont UCC, please contact the Office Manager at (909) 626-1201 or email officemanager@claremontucc.org.

BUILDING FEES

Room Rental Fee includes the use of our tables/chairs. If you wish to have the room reset in any way other than its standard set up, a “Re-Set Fee” will be charged. (See details below.)

Room Name	Capacity/Uses	Base Fee <i>Includes 1 hour of set up + 1 hour event</i>	Additional Time
Sanctuary	600 seated <i>Large concerts, recitals, events, conferences, presentations</i>	\$600	\$300/hour
Kingman Chapel	150 seated <i>Smaller concerts, recitals, events</i>	\$400	\$200/hour
Thomas Room <i>(Choir Room, attached to Sanctuary)</i>	30 seated/50 standing <i>Small music rehearsals, “Green Room” for Sanctuary events</i>	\$100	\$50/hour
Refectory Basement & Kitchen <i>(no cooking permitted on site)</i>	120 seated (standard set up) up to 180-200 seated (with extra tables set up) 300 standing <i>Larger receptions, parties, events, presentations</i>	\$600	\$300/hour
Louise Roberts Room & Kitchen <i>(no cooking permitted on site)</i>	50 seated/100 standing (with breezeway open) <i>Smaller receptions, parties, presentations, events, meetings</i>	\$150	\$75/hour
Upper Room & Kitchen <i>(no cooking permitted on site)</i>	30 seated/50 standing <i>Smaller parties, presentations, events, meetings</i>	\$100	\$50/hour
Sumner Room	30-50 seated (square of tables + chairs around edge of room) <i>Presentations, events, meetings, classes</i>	\$100	\$50/hour

Library	15 seated <i>Small presentations, meetings, classes</i>	\$50	\$25/hour
Room 205 (Craft Room)	10-15 seated <i>Small meetings, classes</i>	\$50	\$25/hour
Room 207 (Jr. High Youth Room)	10-15 seated <i>Small meetings, classes</i>	\$50	\$25/hour
Room 208 (Sunday School Room)	10-15 seated <i>Small meetings, classes</i>	\$50	\$25/hour
Room 209 (Sunday School Room)	10-15 seated <i>Small meetings, classes</i>	\$50	\$25/hour

CUSTODIAL FEES

Special Event Sexton (Custodian)	Set up, restroom maintenance, trash disposal, cleaning, & lock up. Required for all non-church events. (Some exclusions apply, at the discretion of the Office Manager.)	\$40/hour (2 hour minimum)
Room Re-Set Fee	If you wish to reconfigure the room’s tables/chairs differently than its standard set up, a room re-set fee will be charged. Fee total varies from \$25-\$100, depending on the size of the room being used. (To be determined at the Office Manager’s discretion.)	\$25-100 (varies by room)

AUDIO/VISUAL FEES

The Sanctuary, Louise Roberts Room, and Refectory Basement are fully equipped with built-in AV systems. The Kingman Chapel is equipped with built-in microphones and optional portable speaker and TV display. Your group may utilize our projectors, microphones, and speakers by paying the following fees:

Louise Roberts Room AV	Includes the use of our microphone, speakers, computer, and built-in projector.	\$50/event
Refectory Basement AV	Includes the use of our microphones, speakers, and TV displays.	\$100/event
Kingman Chapel AV	Includes the use of our microphones, portable speakers, and portable TV display.	\$75/event
Sanctuary AV	Includes the use of our microphones, speakers, and built-in projector. Please note that our system works best with Apple devices when playing slideshows/presentations.	\$150/event

Sanctuary Livestreaming/Recording	Includes set up, livestreaming/recording, and clean up for a 1 hour event. If your event is longer than 1 hour, additional livestreaming/recording time will be charged at \$100/hour.	\$400 (1 hour event) + \$100/hour (additional time)
AV Coordinator (General AV Assistance)	Hire a church staff member to assist with AV coordination leading up to your event, and running the AV (mic levels, playing slideshows, etc.) on the day-of.	\$100 base pay + \$50/hour (length of event)

PIANO/ORGAN FEES

The Sanctuary, Kingman Chapel, Thomas Room, Louise Roberts Room, and Upper Room all have pianos available for your use.

Piano Use (Sanctuary Steinway)	<p>\$125/event up to 3 hours \$175/event 3+ hours</p> <p><i><u>Please note:</u> The Sanctuary piano is on a regular tuning schedule. If any additional piano tuning is desired for your event, the fee changes to \$300. Week-of tuning is subject to availability, ample notice required. All tuning must be scheduled by the church Office Manager.</i></p>
Piano Use (All Others)	<p>Free (no base fee)</p> <p><i><u>Please note:</u> These pianos are not on a regular tuning schedule. If piano tuning is desired for your event, you will be responsible for covering the full cost. All tunings must be scheduled through the church's Office Manager.</i></p>

Both the Sanctuary and Kingman chapel feature a fabulous Glatter-Götz organ. Any outside organists must be approved by our Principal Organist, Dr. Carey Robertson, and given a tutorial on the instrument before playing.

Organ Use (Sanctuary)	\$15/hour
Organ Use (Kingman Chapel)	\$10/hour

CABINET FEE

Recurring room users are given the option to rent a cabinet for storage. If you are interested in renting a cabinet, please let our Office Manager know. (Dependent on availability.)

GROUPS WITH CHILDCARE

Any third-party childcare workers (ie. babysitters) must provide the church office with a certificate of liability insurance and proof of some sort of boundary training. If the childcare worker(s) cannot provide these materials to the church, then all participating parents must sign the provided waiver. If a group utilizes a second room for the purpose of childcare, they must pay an additional fee for that room's use. All childcare workers and participants must adhere to the rules listed in the Building Usage Policy.

RECURRING EVENTS / EVENTS WITH MULTIPLE DATES

Recurring events or events having multiple dates of building usage may be given consideration for discounted rental rates. Handled on a case-by-case basis. Please contact the Office Manager for more information.

NON-PROFITS, SUPPORT GROUPS, & RECOVERY GROUPS

Non-profits, support groups, and recovery groups may be given consideration for discounted rental rates. Handled on a case-by-case basis. Please contact the Office Manager for more information. If you do not fall under these categories but still wish to request consideration for discounted rental rates, please contact the Office Manager.

MEMBERS OF CLAREMONT UCC

Members of Claremont UCC will be given a 25% discount on room rental rates only. All custodial and AV fees remain as listed in this document.