

Room	Dimensions / Square Feet	Capacity	Full Day (5-10 hours)	Half Day (<5 hours)	Add'l Hours	Special Notes
Sanctuary	57 x 66 / 3,762	Theater: 300 Banquet: 240 Classroom: 140 Standing: 375	\$550	\$325	\$95	Rate includes one (1) hour set-up and one (1) hour clean-up.
Social Hall	36 x 41 / 1,476	Theater: 100 Banquet: 80 Classroom: 60 Standing: 140	\$345	\$205	\$65	Rate includes one (1) hour set-up and one (1) hour clean-up.
Chapel	24 x 24 / 576	Theater: 45 Banquet: 30 Classroom: 22 Standing: 55	\$245	\$145	\$50	Rate includes one (1) hour set-up and one (1) hour clean-up.
Kitchen	NA	Standing: 5-10	\$150	\$85	\$30	Rate includes one (1) hour set-up and one (1) hour clean-up.
Room 1	17 x 17 / 289	Theater/Seated: 10-15	\$75	\$45	\$20	Rate includes thirty (30) minutes for set-up and thirty (30) minutes for clean-up.
Room 5	18 x 25 / 450	Theater/Seated: 10-20 Classroom: 10-15 Standing: 30	\$95	\$50	\$50	Unavailable Mon-Fri (8:00-2:00) due to use by preschool. Rate includes thirty (30) minutes for set-up and thirty (30) minutes for clean-up.
Room 6	24 x 28 / 672	Theater/Seated: 20-30 Classroom: 15 Standing: 40	\$100	\$55	\$25	Unavailable Mon-Fri (8:00-2:00) due to use by preschool. Rate includes thirty (30) minutes for set-up and thirty (30) minutes for clean-up.

Room 7	20 x 28 / 560	Theater/Seated: 20-30 Classroom: 15 Standing: 40	\$100	\$55	\$25	Unavailable Mon-Fri (8:00-2:00) due to use by preschool. Rate includes thirty (30) minutes for set-up and thirty (30) minutes for clean-up.
South Foyer		Theater/Seated: 10-15	\$80	\$45	\$20	Limited privacy—room has large glass doors. Limited seating arrangements due to multiple fire exits that must remain clear. Rate includes thirty (30) minutes for set-up and thirty (30) minutes for clean-up.
Playground		NA	\$100	\$55	\$20	Requires a playground supervisor provided by renter; renters may not use playground unless specifically stated in contract. Renters may only access playground via outside gates or the west entrance next to UUCE gender neutral bathrooms (not through Room 3). Please see floorplan.

Room Bundles	Capacity	Full Day (5-10 hours)	Half Day (<5 hours)	Add'l Hours	Special Notes
A. Sanctuary, Social Hall & Kitchen	Theater: 400 Banquet: 320 Classroom: 200 Standing: 515	\$1025	\$595	\$165	Rate includes ninety (90) minutes for set-up and ninety (90) minutes for clean-up.
B. Sanctuary & Social Hall (no kitchen use)	Theater: 400 Banquet: 320 Classroom: 200 Standing: 525	\$925	\$525	\$145	Rate includes ninety (90) minutes for set-up and ninety (90) minutes for clean-up.
C. Social Hall & Kitchen	Theater: 100 Banquet: 80 Classroom: 60 Standing: 140	\$505	\$325	\$95	Rate includes one (1) hour set-up and one (1) hour clean-up.
D. Chapel & Kitchen	Theater: 45 Banquet: 30 Classroom: 22 Standing: 55	\$345	\$210	\$75	Rate includes one (1) hour set-up and one (1) hour clean-up.
E. Full UUCE Facility	(not including Rooms 2-4)	\$1950	\$1200	\$325	Limited availability. Must provide at least three (3) months advance notice. Rate includes two (2) hours for set-up and two (2) hours for clean-up.

Equipment	Fee	Special Notes
Sound System/Projector**	\$50	Microphones available in Sanctuary or Social Hall only; Projector available in Sanctuary only; **AV Tech may be required.
Portable Projection Screen	\$25	Two available—screen only, no portable projector.
AV Cart	\$25	Large Screen TV with HDMI outputs, DVD/Blu-Ray player; Two available
Dish Sterilizer	\$25	Included with kitchen rental. Fee is only applied separately if renter does not wish to rent the kitchen. Must be trained by custodian prior to use.
Piano**	\$25	Two available. **Must be approved by UUCE Choir Director and/or Accompanist

Professional Staff	Fee	Special Notes
Custodian	\$25/hr	Required for all events unless otherwise indicated (not included in room rate above); includes set-up/tear down of all tables, chairs and AV equipment as per renter's description, onsite custodial support for the entirety or portion of event (determined by Rental Administrator).
AV Technician	\$30/hr	Required if using UUCE Sound System and the event's Audio/Visual needs exceed basic microphone set-up (i.e. slideshow, music, multiplatform events / streaming). Rental Administrator will determine when needed.
Minister**	Starting at \$300	WEDDING: \$450 (includes rehearsal); plus , current IRS mileage allowance (\$.53/mile) if applicable. FUNERAL, MEMORIAL SERVICE OR OTHER RITES OF PASSAGE: \$300 plus mileage. <u>**Our Minister officiates all Weddings, Funerals, or other Rites of Passage held at UUCE**</u> <u>If you believe you are eligible for an exception, you may contact the Rental Administrator</u>

Miscellaneous	Fee	Special Notes
Disassembly of Stage	\$50-\$150	Requires extra staff onsite for set-up; fee is dependent upon how many panels will be removed.
Removal of art/wall hangings	Starting at \$25	Not applicable to all decor; Fee is dependent on location and quantity of removal; Must be prearranged with Rental Administrator and taken down by UUCE staff. Any renter removing wall hangings without prior authorization or staff present will be charged a fee of \$25 per art piece.

Special Rates:

Nonprofit Organizations:

- Will receive 50% off **total room cost** (subject to room availability, complexity of event and discretion of Rental Administrator/Minister); UUCE does not offer discounts for professional staff fees.
- Nonprofits seeking more than a 50% discount must:
 1. Submit a Rental Inquiry form to give the office a full picture of the parameters of your request.
 2. After receiving an event quote from Rental Administrator, Events may request additional sponsorship by sending the request including the total discount requested to the Rental Administrator via email.
 - This request must be submitted at least 6 weeks before the event date.

Support Groups (i.e. Alcoholics Anonymous)

- \$15 per meeting (up to 2 hours)—up to 2x per week.