



Renting Space at UUC



If you're looking for an affordable, accessible place to hold a meeting, host an event, or perform music, consider our event spaces and meeting rooms at UUC. We offer a variety of size options for public use, including technology for presentation or on-line participation, and all our facilities are accessible to people with disabilities.

The award-winning architecture of our chapel designed by Paul Hayden Kirk in 1959 combined with the light-filled and technology-enabled renovations of our gathering and meeting spaces in 2019 make any event at University Unitarian Church an enjoyable one. We look forward to getting to know more about you and your event. Welcome!



A Note About Recurring Rentals

Due to the priority of church programming for building use, the church cannot support weekly or monthly recurring rentals. UUC can only offer non-church groups occasional use of the building (no more than four times per year per organization).

A Note About Weddings and Memorials

Weddings and Memorials at the church must be officiated by a UUC-affiliated minister and are offered to members of UUC and their immediate family members only. If you are a member of UUC and would like to discuss a wedding or memorial, please contact one of the ministers to discuss options and availability.

CONTACT INFORMATION

If you are interested in discussing rental availability at UUC, please contact Cynthia Setel, Interim Executive for Finance and Operations, at 206-454-7723 or cynthia.setel@uuchurch.org no less than three weeks prior to the first date you wish to be considered for your event.

Selecting a Space for your Event

UUC offers three spaces for event use when they are not already scheduled for church programming. Features and capacities vary to allow for many types of gatherings.

Chapel The award-winning mid-century Chapel at UUC is perfect for vocal and instrumental music performances as well as large-audience presentations. Voice amplification and presentation projection are included in this space, as well as a hearing loop for assisted listening. The Grotian grand piano is available to use for an additional fee.

Auditorium-style seating capacity is 300.



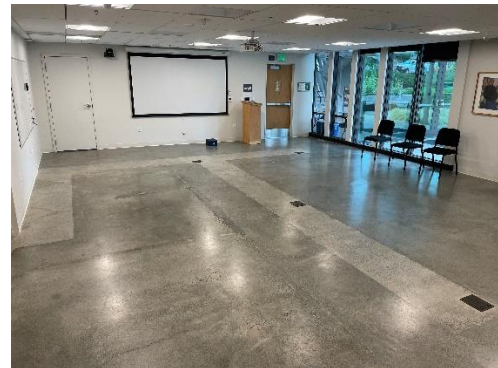
Social Hall The light-filled social hall is a flexible space for meetings, presentations, and social events. Voice amplification and presentation projection are included in this space, as well as support for remote participation in meetings via Zoom. The adjacent catering-style kitchen is available for an additional fee.

Maximum capacity standing or seated is 100; maximum capacity seated at tables is 48.



Large Conference Room The large conference room underneath the Social Hall is the perfect size for meetings, group retreats, and trainings. Presentation projection is included in this space, as well as support for remote participation in meetings via Zoom. A portable in-room voice amplification system is available. The room has a small kitchen space included.

Maximum capacity standing or seated is 50; maximum capacity seated at tables is 24.



Availability

Rentals are allowed during the following times, if the church is scheduled to be open (excludes holidays and periodic extended closures):

Monday through Thursday	9:00a to 9:00p
Friday	5:00p to 9:00p
Saturday	9:00a to 5:00p

All other times and on Sundays, the church facility is limited to administrative activities, appointments with ministers or staff, and scheduled church programming.

Rates and Additional Fees

UUC rents spaces by the hour, and rates are based on current operating costs per square foot. See “Current Rental Rates” below. All rooms and hourly rates include Wi-Fi, setup of the church’s folding tables and chairs, teardown, and light cleaning and waste removal. Parking is available in the surface lot at the church and is first come, first served for all concurrent building users.

At the sole discretion of Facilities Management staff, additional fees may be included in a rental agreement depending on the spaces requested, the duration of the event, and the complexity of the event or volume of attendance. Additional fees may include:

Service	Fee
Custodial Fee Facilities Management staff will determine additional custodial fees based on the following factors: size of event, number of floors/spaces used in the church, the type of food service, the amount of set-up and breakdown of the spaces to be used, and the anticipated volume of cleanup and waste removal.	\$50 to \$250 depending on scope of work
Event Assistant Fee Facilities Management staff will determine the number of additional church staff needed to be on site during an event based on the following factors: number of anticipated participants in the event, whether the event involves a passive or involved audience (performance versus party), number of floors/spaces used in the church, whether there is food and/or alcohol service, and the hours of the event.	\$250 per staff
A/V Training Fee Required for first-time use of A/V equipment by each group in all rooms, or by request thereafter. Facilities Management staff will provide audio/video training for clients in the use of microphones, video, projection, audio, Zoom support, and ADA equipment (if present). Clients with presentations must provide their own laptop with a standard HDMI connection. Training will be scheduled for a mutually agreed time before the start of the event.	\$25 flat fee
Kitchen Maintenance Fee Prepared food and beverages may be brought on site for consumption during an event in the Social Hall. Basic kitchen rental includes using surfaces for plating or arranging foods and simple cleanup at sinks. An additional fee is required if the catering kitchen will be used for warming or cooling items in the refrigerator and electric convection oven; if the ice machine is used for beverage service; or if the sanitizing machine is used to clean renter’s or caterer’s dishes, glasses, and flatware. <i>Please note that the church’s dishes and utensils are not available for use by renters, nor is the church’s coffee brewing system or gas cooktop.</i>	\$100
Piano Fee If a renter requests to use the grand piano in the Chapel or one of the rehearsal pianos in the social hall or conference room, a fee will be charged to support the ongoing care and maintenance of the instruments. Note that the grand piano can be placed in any position in front of the chancel by request, but it cannot be moved elsewhere in the chapel, nor can it be removed from the chapel. The harpsichord is not available for use.	\$25 (rehearsal) or \$75 (grand)

Please note that there are additional fees related to weddings and memorial services that will be explained by Facilities Management staff at the time of event planning.

Current Rental Rates

The following hourly rates based on operating costs are current as of 06/01/2024 and are subject to change at any time.

	Sqft	Rate
Total hourly cost of 1 sqft of rentable space	1	\$0.0433
Chapel, 1hr	3,293	\$143
Social Hall, 1hr	2,761	\$120
Social Hall w/ Kitchen, 1hr	3,136	\$136
Conference Room, 1hr	902	\$39

Free Use

UUC offers space at the church to the following types of groups for the following purposes free of charge, up to once per quarter and during regular church business hours Monday-Thursday, 9:00 a.m. to 4:00 p.m.

- Public and non-profit health agencies for free public health services such as blood drives and drop-in clinics for marginalized communities.
- 501(c)3 organizations meeting for staff or board retreats, volunteer training or mobilization, or other capacity-building efforts for their organization (not including fund raising events). Gatherings cannot be open to the public.

Please note that approval of free use is entirely at the discretion of Facilities Management staff.

Reduced Rates

UUC offers the Chapel on an as-available basis for occasional rehearsals by non-profit music groups at half the current hourly rental rate, up to once per quarter.

Please note that approval of reduced rates is entirely at the discretion of Facilities Management staff.

Estimates, Deposits, Invoices, and Payments

After the initial arrangement for a rental at University Unitarian Church, you will receive an **estimate** from Facilities Management staff, given the scope and plans that you present for your event.

A **deposit** based on this estimate may be required to reserve your event, at the discretion of Facilities Management staff. Any deposit required will be applied toward the total of your final invoice.

Within a week after your event, Facilities Management staff will deliver an **invoice** for the total cost of your event, based on the original estimate, with the addition of any fees for activities or building uses that were not anticipated or communicated during the preparation of the estimate. All additional fees beyond the original estimate are at the sole discretion of Facilities Management staff, and may include fees for documented damages, if any.

All **payments** toward invoices for rentals are due within 30 days of the date of the event.