

Unitarian Universalist Society of Mill Creek
579 Polly Drummond Hill Road Newark, DE 19711
Contact: Office Administrator
302-369-2712 or rentals@uusmc.org

Thank you for your interest in our facility. UUSMC is happy to provide the use of our facility for meetings, recitals and other events. This includes our sanctuary, library and several classrooms. Contact our Office Administrator for more details. Here is some basic information about our facility and its amenities:

Sanctuary – Accommodates approximately 75 people for banquet style events, 180 people for meetings, etc. in theatre style. 8 round and 12 rectangle banquet-style tables are available for use in this room.

Kitchen – May be used for heating food only. Due to licensing restrictions we do not allow food preparation or cooking of any kind. Prepared food may be brought to and removed from the premises in a safe and acceptable manner.

Classrooms – 6 classrooms of varying size are available. Inquire for more information.

Library – Comfortable lounge-style seating for 10 people. No food or beverages allowed in this room.

Parking – Paved parking available for 47 vehicles, plus street parking; ADA compliant.

Setup and cleanup – is the sole responsibility of the renter.

****BUILDING USE FEES:**

- A security deposit equal to the total facility use fee is required upon reservation and will be refunded within 30 days upon our favorable inspection of the premises after your event.
- A non-refundable application fee of \$25 will be charged for confirmed reservations to cover administrative costs.
- When food and beverages are served a non-refundable, non-negotiable cleaning fee of \$175 will be collected at the time of reservation to cover the cost of UUSMC's cleaning service.

	<u>Weekend^a</u>		<u>Weekday</u>	
	<u>Full day^b</u>	<u>Hourly</u>	<u>Full day^b</u>	<u>Hourly</u>
Worship room 25 tables, 180 chairs 47' x 42'=1974 sq.ft. (4 hour minimum)	\$315*	\$ 53	\$237*	\$ 40
Kitchen	89	19	76	19
Classroom #1 (29'x20') or Library	189	32	126	29
Classrooms #2,3,4,5,6	114	19	76	16

* Kitchen fee included with full-day rental

a. Weekend rates apply from Friday through Sunday.

b. Full day is 7:00 a.m. to 5:00 p.m.

Note: reduced fees for multiple usage may apply for qualifying events or groups. Inquire with Office Administrator.

*** UUSMC rental fees and terms of usage are subject to change without notice at our sole discretion. We reserve the right to accept or decline any facility use request based on its compatibility with the principles and goals of the Society.*

UUSMC facility and grounds is a non-smoking site.