

*Life is full of special moments that families wish to celebrate and remember.*

# CELEBRATIONS

Weddings Christenings Bat  
and Bar Mitzvahs Recitals  
Anniversaries Memorial  
Services

**M**ills College Chapel offers your family a serene and memorable setting in which to celebrate your important moments.

The handsome, welcoming Mills College Chapel is all warm cedar and rough brushed aggregate, brought to life by the leaf-dappled sunlight pouring in through low walls of glass doors which open onto outdoor patios. A massive and striking brushed stainless steel pipe organ provides a sculptural backdrop. Designed by Callister and Payne and completed in 1967, it is contemporary in design. Built in the round, its four curved redwood pews direct attention toward a central slightly raised altar. A small choir loft is tucked behind the beautiful pipe organ.

## Chapel Services and Facilities

A Chapel reservation includes a two-hour event and a one-hour rehearsal. Be sure to reserve your rehearsal time when you reserve your event date. The Chapel comes with seating for 175 people, a 30 ft. aisle way, a dressing room located on your left as you enter, equipped with a full length mirror. Smaller mirrors are available in the men's and women's restrooms. If your event is to be a wedding, it is customary for the bride's party to use the dressing room. Therefore, the best man and ushers should dress prior to coming to the Chapel. Not all our facilities are handicapped-accessible. Please let us know if you require special services. We will work with you to the best of our ability.

## Reservations

For reservations, contact the Mills College Events office at 510-430-2145 or [conference@mills.edu](mailto:conference@mills.edu) to determine Chapel availability on the date you have in mind and a brief tour of the building. It's wise to reserve at least six months ahead for spring and summer dates. No reservations are made without a completed reservation form and payment. Payment is equal to the security deposit and the rental fee. College Events does not "hold" a date for the Chapel without a completed Chapel agreement and full payment.



MILLS

# Mills College Chapel

## Cancellation and Refund Policy

College Events will give a complete refund for **both** the rental fee and security deposit when we are given **more** than one year's notice in writing. We can return **only** the security deposit fee if we are given **less** than one year's notice in writing.

## Scheduling

College Events only schedules the Chapel for weddings, Bat and Bar Mitzvahs, recitals, anniversary events, or memorial ceremonies. The only days available to schedule are on Saturdays and Sundays.

We allow one hour between each wedding or other ceremony for our staff to clean and check the Chapel. No more than two weddings or other ceremonies can be booked per day, each with a two hour time frame for set up, ceremony, and load out. No more than four events can be scheduled in any given weekend.

Rehearsals are booked up against one another on Friday evenings, beginning at 5:00 pm for a one-hour time frame. No rehearsals are scheduled on Saturday or Sunday unless approved by the College Events Office.

## Fee Structure

The fee structure includes the following: upright piano, dressing room for bride and her party, janitorial service, and the organ. Please note that only organists authorized by Mills College may play the pipe organ. (Please see the list below.)

The fee structure is as follows: \$800 for the general public, \$400 for Mills Alumnae and Mills College faculty/staff. The discount cannot be used for cousins, nieces, nephews, or friends.

A security deposit of \$500.00 will be charged in addition to the set fee. Please see below. This security deposit will be reimbursed in part or in full, depending on how clean and tidy the chapel is left and whether there are any damages that need to be assessed.

If additional time is needed, the fee is \$400.00 per hour for the public and \$200 per hour for alumnae, alumni, and Mills College faculty/staff.

# Mills College Chapel

## Clergy, Florists, and Photographers

The Bride/Groom must contact their own clergyperson, florist, and photographer and arrange for the services you require, including such items as floral stands, vases, candelabra, or aisle runners, which are **not** provided. The Organist **must** be hired from the College Events Office preferred list of qualified organists familiar with the Chapel pipe organ. An upright piano is also available and you are welcome to choose your own pianist.

*Chapel Organists:* Only organists authorized by Mills College may play the pipe organ. Using the organ requires two weeks advance notice in writing.

Karin McPhail, Organist 510.848.0870

## Safety, Security, and Maintenance

Please make arrangements for a friend or relative to be responsible for removing any materials or personal items before leaving the Chapel. We ask that you leave our Chapel in the same clean and tidy condition that you found it, ready for the next family to enjoy—perhaps on the same day. All decorations and flowers must be removed from the sanctuary, foyer, bride's room and restrooms and taken by the renter. **No tacks, tape or adhesive of any kind are allowed. Pew decorations must be the tie-on variety.** All remaining personal items and debris, including stray tissues, programs, candles, clothes hangers, florist boxes, etc. are to be removed from the building and taken out by the renter. If the furniture has been moved it must be restored to its original place.

**As a safety precaution and because of maintenance difficulties, we must ask that no rice or birdseed be thrown in or about the Chapel.** Please respect this College policy. Fire regulations stipulate that candles may be used only on the center altar. Please inform your party, and your florist if necessary, of this policy. Smoking is not permitted within 25 ft. of the Chapel. **If the party does not clean up or follow this policy, they will be charged.**

## Receptions

The Faculty Lounge and Dining Room, and Reinhardt Alumnae House are both available for receptions and other festivals. Both are located on the Mills campus. The attractive Mills Faculty Lounge and Dining Room comes with a fireplace and piano. To reserve this facility, contact Dorothy Calimeris at 510.430.2354 or dcalimer@mills.edu. Reinhardt Alumnae House comes equipped with a working kitchen, patio, and landscaped yard, perfect for outdoor receptions. To reserve the Reinhardt Alumnae House, contact the College Events Office at 510.430.2145 or conference @mills.edu.

# Mills College Chapel

## Driving Directions to Mills College

### **From San Francisco and the Peninsula**

Take Interstate 80 to the Bay Bridge. From the Bridge, take the Hayward-Stockton Interstate (580E) to the second MacArthur Boulevard/High Street exit. Turn right onto MacArthur. The Mills entrance is on your left.

### **From Alameda and Points West**

Go down Broadway to the 880/Nimitz Freeway. Take the High Street exit, follow High Street East towards the hills to MacArthur Boulevard, turn right, and proceed until you get to Mills.

### **From Stanford and Palo Alto**

Take University Avenue to the 101/Bayshore Freeway to the Dumbarton Bridge, take the Oakland turnoff to the 880/Nimitz Freeway to the High Street exit, down High Street to MacArthur Boulevard, turn right onto MacArthur and down to Mills. Or, take University to the San Mateo Bridge, and then the Oakland turnoff to the Nimitz, and see the Alameda directions above.

### **From Berkeley**

Take Ashby Avenue up to Tunnel Road. Get on the 13/Warren Freeway and take the 580 West exit toward San Francisco. Stay to the right and get off at the first exit, MacArthur Boulevard/High Street. Turn left onto MacArthur. and Mills is on your left.

### **From Walnut Creek and Concord**

Take the 680 Freeway to the 24 Freeway, go through the tunnel, and then take the 13/Warren Freeway toward Hayward. Follow Berkeley directions above.

## Wedding Guests and Others Renting the Mills Chapel

Our Director of Spiritual Life, holds an office in the Chapel. Please do not disturb her under any circumstances. The phone in that office is not available for use. Any questions or concerns should be directed to the College Events Office at 510.430.2145 or Public Safety at 510.430.5555. Thank you.



MILLS

College Events Office  
5000 MacArthur Boulevard  
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510.430.2145  
conference@mills.edu