

**TUFTS UNIVERSITY INTERFAITH CENTER  
58 WINTHROP ST., MEDFORD, MA. 02155**

The Tufts University Interfaith Center is primarily a space for religious use by members of the Tufts community. It houses the offices of the Catholic, Muslim and Protestant Chaplains. The Interfaith Center will be used for worship services, meetings and other events pertaining to the various chaplaincies as well as the many recognized student religious organizations on campus. Individual members of the Tufts community may relax in the Center as scheduling of groups allows.

**FOOD & BEVERAGES**

**No alcohol is allowed in the Interfaith Center at any time.**

**No pork products of any type allowed in the Interfaith Center at any time.**

**No heating elements for heating food are allowed.**

**All food requests for large events must be made through Tufts Catering/Dining Services, 617-627-3411.**

**FORMS/IDR'S**

Please fill out and sign form and return to The Office of the University Chaplain, 3 The Green, Medford, MA 02155.

When Security, Dining Services, or Facilities are needed for an event, you must prepare and forward the necessary requisitions to those offices with a copy of each IDR to the Interfaith Center Reservation Form.

It is the responsibility of the booking party to arrange for the removal of food and trash. The tables and chairs must be returned to their original position **IMMEDIATELY** after each function. For any major event, Facilities must be employed to set up all tables and chairs **AND** take them down. The Interfaith Room must be left clean and ready for the next event. Tufts Facilities' phone number is 617-627-3496.

**STUDENT MONITORS**

Monitors employed by the Chaplaincy will need to be present for all events. Group events occurring during non-scheduled hours will absorb the cost of monitors.

**TUFTS UNIVERSITY POLICE/SECURITY**

If events need to have a paid detail, arrangements need to be made with Tufts University Police Department well in advance of the event. TUPD phone number is 617-237-3030.

## **BUILDING USE**

Fire laws and occupancy rules allow for no more than 100 people in the main room.

No signs, posters, pictures or other materials, etc., may be taped or tacked to the walls or any painted surface.

All events should begin by pointing out all fire exits and emergency phones and buttons.

In the event of any damage, loss or extra cleaning that result from your event, your DeptID will be assessed for all additional costs.

Questions about the building should be directed to the Monitor assigned by the Chaplaincy for the event.

## **HOURS**

The Interfaith Center is open Mondays, Tuesdays, Wednesdays and Thursdays from 12 p.m. to 10 p.m. and on Fridays from 12 to 6 p.m.

## **QUICK CHECKLIST FOR BEFORE AND AFTER YOUR EVENT:**

- Complete Interfaith Center Reservation Form (next page)
- Contact and arrange services from Dining Services, Facilities and Police
- Attach copies of all IDR's

**If you have any questions, please contact the Chaplain's office at 617-627-3427.**