

GODDARD CHAPEL, TUFTS UNIVERSITY
Medford, MA 02155 (617) 627-3427

CHAPEL RESERVATION – STUDENT ORGANIZATIONS

In light of the many faith communities who use Goddard Chapel for worship, we request that you be mindful that the chapel is a sacred space.

Reservations for the use of the chapel are made first through the R25 Master Calendar and then through the Office of the University Chaplain. The chapel is open Monday through Thursday from 9 a.m. to 9 p.m. and Friday from 9 a.m. to 5 p.m. Anything scheduled during this time is free of charge. Anything scheduled for other times will cost \$200 per two-hour block. Anything over two hours will be an additional \$100 per hour. The chapel can accommodate 340 persons. All aisles must be kept clear at all times. No tickets may be sold for chapel events, though donations are acceptable.

RESERVATION INFORMATION

Student Organization _____

Campus _____

Address _____

Nature of Program _____

Date and Time for Program _____

Fee: **2 weeks notice required for refund** _____ ****PLEASE READ IMPORTANT INFO ON LINE 6 BELOW REGARDING DAMAGE ASSESSMENT FEE BEFORE SIGNING THIS FORM.****

Room Reserved _____ Chapel _____ Lounge _____ Both _____

Anticipated size of Audience _____ 0-50 _____ 50-100 _____ 100-200 _____ 200 and over _____

Do you plan to have food in the lounge? _____

House _____

Manager _____

Name	Address	Telephone
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Student Organization Officer: _____

Name	Address	Telephone
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The undersigned agrees to abide by the following chapel regulations:

1. **The offices and Sacristy** must remain locked at all times.
2. No one will be in the chapel without a monitor present. You will be informed who the monitor or monitors for the Chapel will be. Monitor can turn on the sound system.
3. The altar table and seating in the sanctuary cannot be removed from the sanctuary. Podia can be removed with permission of monitor.
4. To use the piano or organ you must first receive permission from our Arts Coordinator or our Chaplains. The use of other chapel items, such as extension cord, requires permission of the monitor.
5. In addition to a House Manager, ushers are to be supplied by groups reserving the chapel.
6. **YOU WILL BE RESPONSIBLE FOR THE STATE OF THE CHAPEL AND MAKE SURE CHAPEL IS RETURNED TO THE CONDITION IN WHICH IT WAS FOUND. IF THE CHAPEL IS NOT LEFT IN GOOD CONDITION, A MINIMUM DAMAGE ASSESSEMENT FEE OF \$100 WILL BE IMPOSED.**
7. The chapel will be cleared by 12 midnight unless prior arrangement has been made with the Chaplain's Office.

Please complete this form, including the signature at the bottom, and return it to the Office of the University Chaplain, Goddard Chapel. ****BEFORE SIGNING, READ LINE 6 ABOVE****

Signature _____

Title _____

Date _____

*All reservations must be paid for by a Request for Transfer or a check payable to Trustees of Tufts College. Also, reservations involving extended use of the chapel may be subject to certain conditions.

CHAPEL ACCESS POLICY

There shall be free access to Goddard Chapel whenever it is open. The principle here is that the Chapel is a spiritual and community center -- in the tradition of the New England meeting house on the green -- which shall be open to the public at large. This means that no tickets may be sold for concerts or other events held in the Chapel and there shall be no admission charged for gaining entrance. Likewise, there shall never be a "private" event in the Chapel to which the general public is not welcome. This includes fraternity initiations, classes, meetings of the Admissions Office or other University departments, and any other conceivable event.

It is understood that certain groups now using the Chapel -- like student a cappella groups -- rely on income from their concerts to support themselves. There is no objection to a "suggested donation" policy by which attendees voluntarily contribute a certain amount at the door or by prior arrangement (even receiving something that looks like a ticket, as long as it says "suggested donation: \$5"). However, if anyone is unable to donate anything, they must be granted admission freely.

We hope you will make use of the Chapel. It is open to the community.

Approved: _____
Reverend David O'Leary, S.T.L., D.Phil.
University Chaplain

Date: _____