

**TUFTS UNIVERSITY INTERFAITH CENTER
58 WINTHROP STREET, MEDFORD, MA
02155**

PHILOSOPHY & REGULATIONS

The Tufts University Interfaith Center is primarily a worship space. 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. Any and all other registration requests need to bear in mind this primary use of the Interfaith Center.

Please read through these regulations carefully and complete the reservation form. Please fill out and sign this form and return it to The Office of University Chaplain, 3 The Green, Medford, MA 02155.

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

FOOD & BEVERAGES

There is absolutely no alcohol allowed in the Interfaith Center at any time.

There is absolutely no pork products of any type allowed in the Interfaith Center at any time.

****ALL FOOD REQUESTS MUST BE MADE ONLY THROUGH TUFTS
CATERING/DINING SERVICES AT 617-627-3411****

FORMS/IDR'S

When Security, Dining Services, or Facilities are needed for an event, you must prepare and forward the necessary requisitions to those offices and attach 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 and to book Facilities to take down/rearrange the tables and chairs to the original position **IMMEDIATELY** after each function. 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.

TUFTS UNIVERSITY POLICE/SECURITY

Some events will 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 617-627-3030.

BUILDING USE

Daytime use is restricted to Administrative areas or by approval from the University Chaplain.

The Interfaith Center is not a performance space or a concert hall.

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 Goddard Chapel for the event.

The lower/entrance level is for the chaplains' offices, student religious organizations and prayer/meditation room.

COST

The Interfaith Center will be opened from 6-10 p.m. Monday-Thursday. There is no cost to recognized Tufts organizations for these times.

A \$200 user fee is required for a two-hour time block for all weekday and weekend hours; i.e. daytime weekday hours, Friday night, Saturday day and night and Sunday day and night. Anything over the two-hour time block will be \$100 for each additional hour. This is for all recognized Tufts organizations. For non-Tufts organizations, the fee will be \$400 per two-hour time block and \$150 for each additional hour.

Checks should be made payable to The Trustees of Tufts College.

When leaving the building, please make sure you remove all items that are your property. The building cannot be re-opened.

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

INTERFAITH CENTER RESERVATION FORM

Date Approved _____

Not Approved _____

Not Available _____

DAY/DATE OF EVENT _____

Time _____ a.m./p.m.

Set-Up

Event Begins

Event Ends

EVENT: _____

APPLICANT/SPONSOR _____

OTHER CONTACT _____

DEPT./ORG. _____

DEPT. I.D. _____ **EXPECTED ATTENDANCE:** _____

Is this event open to the Tufts Community? Yes No

Will light refreshments be served? Yes No

If you require the services of any of the following, please drop off or fax copies of your requisitions to be attached to reservation form.

University Dining Services/Datering, ext. 73411 Req. No. _____

Facilities, ext. 73496 Req. No. _____
(will be required to move furniture)

Campus Security/University Police, ext. 73030 Req. No. _____
(Campus Security will be required if you have requested the Interfaith Center during hours when the building is normally closed).

I have read the regulations governing the use of the Interfaith Center Room (see separate sheet) and understand and agree to abide by these rules and to remain in attendance during the entire program or function.

Date

Signature of Sponsor/Applicant

Title