Seattle University Chapels Request Form

SEATTLE UNIVERSITY
CAMPUS MINISTRY

(Please return the **fully completed** form **6 weeks prior** to event)

SU Sacred Spaces are Intended for Use by Current University Students, Faculty, Staff and Alumni of Seattle University

Requestor Name: _____
Budget # (Required): _____
University Affiliation: _____
Address/Department: _____
City, State Zip/Office: _____
Email: _____
Phone: _____
Fax: _____

Office Use Only
Date Received: _____
By: _____
Approved: _____
Date Completed: _____
Ticket #

Space Requested: (capacity)
_____ St. Ignatius (230)
_____ Chardin (20)
_____ Campion Ecumenical (100)
_____ Immaculate Conception (30)
_____ Multifaith Prayer Room (15)

Date(s) & Time(s) Requested: _____

Please check all that apply

Purpose of Use:
_____ Mass
_____ Wedding
_____ Liturgy/Service
_____ Other
_____ Tour
_____ Rehearsal/Concert

Seattle University Sacred Spaces Are Inteded to Provide Two Primary Services:
Promoting the Communal Worship of University Members and Providing a Quiet Space for Reflection

Please tell us about the event: _____

Expected Attendance: _____ Number _____ Mostly from Campus _____ Off Campus

Presider(s): _____
Presider(s) Phone/Email/Address: _____
Ministers (if Mass): _____ Lector(s) *2 for Sunday Liturgy*
Eucharistic Ministers
1-49 needs 3 additional ministers
50-124 needs 5 additional ministers
125 + needs 8 additional ministers

Please check to agree

Music:
_____ All Music Will be Live Sacred/Classical
_____ All Musicians are Veterans of Cantor/Accompaniment Performance

Are the Musicians Familiar with the Sacred Space Requested? _____

Please Note: A Complete List of Music/Musicians is Required to Approve the Request
Attach List to This Form or Send to the Campus Minister for Liturgical Music:

Bill McNamara --- Campus Ministry --- STNC 120J --- mcnamarw@seattleu.edu --- 206.296.6031

Special Requirements: (microphones, lighting, planning assitance, etc.) _____

Please Return the Completed Request Form to the Campus Minister for Liturgy:

Nick Coffman --- Campus Ministry --- STNC 120H --- coffmann@seattleu.edu --- 206.296.6992

Seattle University Chapels Guidelines

(Please read the following guidelines thoroughly and acknowledge with a dated, **required signature**)

Seattle University Chapels are only available for reservation during normal University hours or with explicit permission granted by the University Chapels Coordinator under the supervision of Campus Ministry Staff

The Chapel of St. Ignatius is only available during posted hours:

Chapel of St. Ignatius	
Monday - Thursday	7am-10pm
Friday	7am-7pm
Saturday	9am-5pm
Sunday	9am-10pm

All use of the Seattle University Chapels must abide the criteria for use in the current edition of the University Chapels Policy which can be found in our office Student Center 120, or online: www.seattleu.edu/campusministry/ (***Sidebar, Sared Spaces Link***)

Certain Liturgies are an Exception to the University Chapels Policy and Require Explicit Permission from the Campus Minister for Liturgy and/or the Director of Campus Ministry. These Include and are Not Limited to Infant Baptisms and Funerals/Memorials Please Consult the University Chapels Policy and Additional Guidelines/Policies Pertaing to These and Other Requests

The Following Actions Require Advanced, Explicit Permission from the Campus Minister for Liturgy and May Also Require the Presence of Administrating Campus Ministry Staff Member. A Fee May Apply:

- Candles may only be used during liturgies or by permission from the University Chapels Coordinator where holders and other safety procautions are observed. Campus Ministry staff supervision is required
- Incense or any item that produces heat or flame may only be used during liturgies or by exceptional permission from the University Chapels Coordinator. Campus Ministry staff supervision is required
- Any use of pianos and/or sound equipment must be requested in advance
- Projectors or other electronic media must be requested in advance, and require special permission
- The use of additional/outside furniture or equiptment must be requested in advance
- Music, either live or recorded, must not exceed a resonable listening volume. All music in the Chapels must be approved in advance by the Campus Minister for Liturgical Music
- The use of any decorations, such as cloths, flowers, statuary, etc. requires advanced permission
- Any distributed materials must receive prior approval from the Campus Minister for Liturgy
- The selling of any items requires advanced permission from the Campus Minister for Liturgy

Prohibited Actions and Items. Exceptions May be Granted by the Campus Minister for Liturgy:

- The Altar and Ambo (where applicable) are not to be moved without explicit permission
- Items may never be placed on the Altar (where applicable) unless specifically required in a liturgical rite
- Furniture (pews, chairs, etc.) and ritual furnishings (Altar candles/Pascal candle, icons, etc.) are not to be used or moved without permission
- Posters are only allowed by permission and require the use of a stand. The use of adheasive tapes of any kind for posters, etc. is prohibited. Nothing may be adheared to chapel walls, furniture, etc.
- Eating, drinking and smoking are not permitted. Behavior will follow the University Code of Conduct

Please Consult the University Chapels Policy Section "Responsibilities of those reserving the university chapels" and "Use of sacred space" for More Information
Fees and Charges Will be Assessed in Accordance with the Current University Chapels Policy. Reqestor is Liable for Damages
The Name, Phone Number and Email of a Day-of, on-Site Contact is Required to Reserve University Chapels

On Site Contact Name: _____

On Site Contact Phone #: _____ **Email:** _____

I have read the above guidelines and acknowledge sole responsibility as the requesting party:

X _____ _____

Signature *Date*