

CENTER FOR RELIGIOUS LIFE AND CAMPUS MINISTRY

CHAPEL USE GUIDELINES

FOR

KING-SEABROOK CHAPEL



**HUSTON-TILLOTSON UNIVERSITY
900 CHICON STREET
AUSTIN, TEXAS 78702**

**A UNITED METHODIST CHURCH
AND
UNITED CHURCH OF CHRIST AFFILIATED INSTITUTION**

King-Seabrook Chapel was built in 1974 primarily as a place of appropriate worship in the Christian tradition, appropriate celebrations from other faith traditions, and private mediation and prayer. Secondly, appropriate fine arts and other educational events may be held from time to time. Organizational pageants may be held in the chapel as long as the coordinators keep in mind that they are in a place of worship and conduct is appropriate for the space. To this end, the following guidelines have been established.

[Appropriate defined: (when used as an adj.) suitable; fit; proper (*Webster's New World Dictionary and Thesaurus*)]

1. A Facilities Requisition form must be completed with Events Management prior.
2. Much of the beauty of King-Seabrook Chapel is in its simplicity. Minimum decorations are needed, even for elaborate events. **NOTHING, no object** of any kind **may be taped** in any way **or hung** *from the varnished walls on the Chapel stage, neither may the piano or organ in the chapel be decorated in any way.* All decoration plans must be approved by Events Management.
3. **No food or beverage of any kind** is allowed in the Chapel.
4. Receptions with food and beverage items are permitted in the foyer of the Chapel before and/or after performances or events.
5. **The party reserving the Chapel** is responsible for providing a set up diagram in order to ensure the Chapel up into desired program format. **It is also the responsibility of the reserving party to** clean up the chapel and foyer at the closing of an event or hire Sodexo janitorial services to complete the clean up. **Failure to do so will result in charges assessed to the reserving party.**
6. **Parties reserving the Chapel** that need to use the Chapel technical equipment, i.e., sound and lighting system, [other equipment as available] **must contract a Chapel Technician** and pay for the technician at the time the facility is reserved.
7. **Campus organizations** reserving the Chapel must pay the lighting and sound technician at the close of the event **that same evening.**
8. The cost for the Chapel Technician is \$25.00 per hour with a two hour minimum (one hour is automatically charged for set up and break down).
9. The Music Department may serve as its own technician when there is a musical recital for a student or an event requiring a grade for a student. This also holds true for the Drama Department (performance for a grade). **Only under these conditions may a department serve as its own technician.** For all other situations, these departments are to contract a Chapel Technician for events and activities.

10. All Chapel equipment may be moved on the stage **except the organ. Under no circumstances should the organ be moved.** All other Chapel equipment is to be handled with care. **There will be a fee charged for all damage done to Chapel equipment or walls due to piano and other equipment being thrown against the walls.**
11. Should the piano or organ be needed for an event, **arrangements must be made with the University organist at least one (1) week in advance.** Contact Events Management to make arrangements to use the piano or organ.
12. The University Chaplain is notified of events and activities for the Chapel and seeks to provide guidance on appropriate events. **(Inappropriate activities/events for Chapel would be step (Greek) shows, slave auctions, and some talent shows.**
13. Institutional events and activities supersede any outside function or group desiring use of the chapel.
14. A party has **two days (48 hours)** to clear the chapel of any items from an event/activity. **After two days (48 hours)** all items left on stage or in either of the wings will be thrown out and a charge of **\$75.00** will be assessed for cleaning services.
15. Should you determine that you do not want the task of cleaning after the event; facilities can be contracted for cleaning at a cost of **\$75.00.**