



## **POLICIES REGARDING THE USE OF HENDRICKS CHAPEL**

Through the values of excellence, outreach, hospitality, leadership, and belief, Hendricks Chapel occupies the heart of Syracuse University as a “home for all faiths” and a “place for all people” in service to a common good. The chapel includes a diversity of programs and assemblies in its space, and primarily exists to provide opportunities for worship, reflection, spiritual practice, conversation, education, and community building related to religious, spiritual, ethical, and moral formation. Through the governance of the Syracuse University Board of Trustees and guidance of the Hendricks Chapel Advisory Board, approval for all reservations will be determined by the Event Manager under the direction of the Dean of Hendricks Chapel.

### **RESERVATIONS**

Hendricks Chapel occupies the heart of Syracuse University. The Chapel is a central attraction on campus for visitors and tourists who are welcome at all times when the building is open, and is also the location of several offices, some of which are used at night and on weekends. Often one group or program follows another, requiring the cooperation of all who use the Chapel to keep it in a state of readiness and beauty. For those planning to use Hendricks Chapel for a service or event, it is essential that the following policies be understood and accepted by all participants.

At the time of your initial request for space, a tentative entry will be made on the Hendricks Chapel calendar, pending approval. Once the Event Manager confirms the date is available, a reservation form must be completed and returned. All areas of the chapel needed must be requested on this form. This form is used to gather detailed information about the event. The form will be received and reviewed by the Event Manager, under the direction of the Dean of Hendricks Chapel. If your event is approved, the Event Manager will contact you to confirm the reservation. Your event cannot be approved nor your reservation confirmed until you have completed the form and it has been returned.

Prior to the date of your event, the Event Manager will contact you to schedule a consultation during which all details of the event will be reviewed and documented. Notice of final confirmation by the Event Manager will normally follow the consultation.

Reservation times are both inclusive and explicit. The Chapel assumes that time reserved allows for sufficient, but not extravagant, time for set-up and clean-up by your organization. Please do

not assume that you may request more time later, arrive early for the event, or go beyond the allotted time. Any changes in scheduling needs should be brought to the attention of the Chapel immediately.

If the reservation is for a ticketed event, please adhere to seating capacity regulations set by the Syracuse University Department of Public Safety. Do not oversell tickets.

If the reservation is for a “free/open to the public” event and a full house (1,000 people) is expected or possible, it is the responsibility of the person making the reservation to contact the Syracuse University Department of Fire and Life Safety (315.443.5475) to request assistance with the event.

## **MUSIC & ORGAN**

If music in any form will be included in your event, initial information obtained by the Event Manager will also be forwarded to the University Organist and/or Director of the Hendricks Chapel Choir for approval. All music (instrumental and/or vocal), performed in the Chapel must be in keeping with the spirit of its mission and value of excellence that is maintained here.

Permission for use of the organ or Steinway piano is not automatic and must be requested well in advance, before any practice time is discussed with the Chapel. Use of any other instrument(s) belonging to the Chapel, or bringing in any additional instruments for the event, must be approved. Confirmation of reservation does not guarantee use of the organ or Steinway piano.

## **REHEARSALS**

Rehearsal times must be scheduled through the Event Manager. Time allotted for rehearsals may be limited at the discretion of the Chapel.

## **PREPARATION AND CLEAN-UP**

Each group must accept the Chapel as is and leave the Chapel as it was found with all furnishings and equipment in place. You are responsible for any additional equipment that is brought in (musical instruments, chairs, tables, risers, robes, etc.) and for making provision for its prompt removal at the conclusion of your event. One person from each group specified on the reservation form, must be designated as fully responsible for the arrangements and management of the event and he/she should expect to be on the site from set-up through clean-up. Clean-up must be done immediately following the event.

Groups will be charged an extra cleaning fee if the chapel is not respected (i.e.: excessive trash, food or decorations not taken care of)

## **DAMAGE TO THE CHAPEL**

Any damages to Chapel or property of the Chapel will be the responsibility of the group.

## **SOUND SYSTEM**

The sound system for the Chapel is operated by Chapel staff or its hired agents. All requests for sound must be indicated on the reservation form. Sound requirements must be requested on the initial reservation form and approved by the Event Manager.

## **PARKING**

The Syracuse University Parking and Transit Services are available for assistance with parking. Please visit <http://parking.syr.edu> to make arrangements.

## **RESERVATIONS FOR PROGRAMS WITH MINORS**

Any group using the Chapel (except weddings) that will have attendees or participants under the age of 18 is required to follow Syracuse University's policy for [Minors on Campus](#).

## **ADDITIONAL INSTRUCTIONS FOR USING HENDRICKS CHAPEL**

The following guidelines represent the minimum expectations and must be conveyed by the persons who sign the Chapel Reservation Form to all members of the group including co-chairs and/or committee members who will be sharing responsibility for the event. Any group using Hendricks Chapel must leave the Chapel in the condition in which it was found. *We remind you that a reserved time in one area of the Chapel does not imply use of the entire building.* In addition, keep in mind that Chapel offices are located in the lower-level of the Chapel, which means that visitors need to be attentive to the movement and noise they make during normal working hours. We hope that these guidelines will be helpful to you, and we thank all of those people who use this facility for their assistance in maintaining the beauty and atmosphere of the Chapel.

1. Chairs. The chairs located at various spaces of the Chapel may, at times, be moved for a specific service or event. Anyone desiring to move/rearrange the chairs must speak with the Event Manager before making plans.

All Furniture must be returned to their proper order.

2. Pianos. The Chapel has specific guidelines for use and movement of the pianos. Please do not use or move the piano before discussing these with the Chapel's Event manager. Food and drink may never be placed on pianos.

3. Food and Drink. Food or drink are prohibited in the main Chapel (sanctuary) at all times.

4. Clean-up. The Chapel expects that anything brought into the Chapel by a group making use of the building will be removed immediately following the service or event. Printed programs, boxes containing printed programs, candle wax, portable musical instruments, instrument cases, technical equipment of any kind, must all be removed immediately. Set-up and clean-up times must be established with the Chapel Event Manager. In most cases, these will be immediately

preceding and following the event or service. Neither the Chapel nor Syracuse University is responsible for any items left unattended in the Chapel during or following an event.

5. Rehearsals. The Chapel expects that set-up and clean-up for rehearsals be observed as strictly as for those of the event itself. Groups planning to leave equipment between rehearsal and performance must note this on the Reservation Form and make arrangements with the Chapel Event Manager. The Chapel does not guarantee that groups will be able to store or leave equipment in the Chapel between rehearsal and performance. The Chapel is not responsible for the safety and security of any equipment stored or left in the Chapel.

7. Smoking Policy. Smoking is prohibited on all Syracuse University grounds including all areas inside and outside of Hendricks Chapel.

8. Alcohol Policy: Consumption or possession of alcohol is prohibited, except for approved religious purposes.

### **CANCELLATION/ALTERATION CLAUSE**

Groups requesting a reservation should be advised that the Chapel schedule is sometimes subject to change at the request of the University. It is strongly suggested that you refrain from publicizing your event/service and from making final arrangements until your reservation has been officially confirmed.

Your agreement to this policy indicates that you have read the policies regarding reservations at Hendricks Chapel and agree that you and the sponsoring organization will abide by them.

The Chapel reserves the right to postpone or cancel an event which does not comply with these policies and/or violates the agreed upon time parameters. Receipt of this form does not constitute any type of confirmation on the part of Hendricks Chapel.

The following fees will be applied in the event of a cancellation:

Cancellation Free (Less than 72 hours)	\$200.00
Cancellation Fee (No notice/No show)	\$300.00
Cancellation Fee (SU Student Groups)	\$100.00
Cancellation Fee (Religious Groups)	\$100.00

**TO MAKE YOUR FORMAL REQUEST, PLEASE VISIT:**

<http://hendricks.syr.edu/Events/request-space.html>

**PLEASE RETAIN A COPY OF THIS POLICY FOR REFERENCE DURING EVENT PLANNING AND EXECUTION**