

GODDARD CHAPEL RESERVATION REQUEST FORM

Reservations for the use of Goddard Chapel are made through the Tufts University Chaplaincy. Please call (617) 627-3427 or email chaplaincy@tufts.edu to check availability for the date(s) in question and to inquire about fees. After checking availability for date(s), please complete this form and return it to the Tufts University Chaplaincy in Goddard Chapel. Email notice will follow if the reservation is confirmed.

Person Completing this Form: _____ Tufts Affiliation: _____

Phone: _____ Email: _____

Event Name/Description: _____

Date/Time (Total Time and Event Time): _____

Religious/Philosophical Student Organization: YES NO

Anticipated Attendance: _____ Reservation Fee: _____

Do you wish to use the common room as well? YES NO

Do you wish to serve food/drink? (Permitted only in the common room) YES NO

The undersigned accepts responsibility for all aspects of this event and agrees to ensure compliance by all in attendance with the following regulations:

- The primary purpose of Goddard Chapel is to serve as a place of worship and meditation for the Tufts University community. All persons connected with this event will conduct themselves with the reverence appropriate for this sacred space.
- No admission tickets may be sold for this event, although donations may be requested and received. No one will be turned away for inability to pay, and no event in this space may be considered private.
- No one may be in the space without a University Chaplaincy staff member present. If a reservation is confirmed, the reserving party will be notified of the worker assigned to the event. The reserving party must ensure cooperation with all instructions of the University Chaplaincy staff.
- Parties reserving the space will supply their own ushers.
- The furniture may only be used and moved with the permission of the University Chaplaincy staff. Sanctuary furniture will not leave the sanctuary area.
- Those wishing to use the piano or organ must have advance clearance from the University Chaplaincy Music Director.
- The use of other University Chaplaincy equipment, such as the sound system, extension cords, etc. requires the permission of the University Chaplaincy staff. Nothing may be taped or tacked to doors, walls, or furniture. Users must remove all of their property immediately after the event.
- The space must be cleared by midnight unless prior arrangements have been made with the University Chaplaincy. The University Chaplaincy may require a Tufts University Police Department (TUPD) detail for this event with the cost paid by the reserving party.
- For safety purposes, the occupancy limit of 340 persons may not be exceeded. The aisles in the sanctuary must be kept clear at all times and no one may sit in the front row of the loft.
- Reservation fees will be paid by a Tufts University Expense Transfer or a check payable to the "Trustees of Tufts College" and sent to the Tufts University Chaplaincy within 30 days of the original reservation request. Two weeks' advance notice of cancellation is required for a refund of the fee.
- Alcoholic beverages are not permitted in the space. No drinks except water may be in the sanctuary.
- The reserving party accepts full responsibility for maintaining the condition of the space, preventing any damage or loss, and cleaning up and ensuring the space is secured after the event. If the space is not left clean and in good condition, a minimum damage assessment fee of \$100 will be imposed.

Signature: _____ Date: _____