

**INTERFAITH CENTER RESERVATION REQUEST FORM**

Reservations for the use of the Interfaith Center are made through the Tufts University Chaplaincy. Please call (617) 627-3427 or email [chaplaincy@tufts.edu](mailto: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: \_\_\_\_\_

Which room(s) do you wish to reserve? \_\_\_\_\_ UPSTAIRS ROOM DOWNSTAIRS ROOM

Do you wish to serve food/drink? (Note: no pork or alcohol products are permitted) \_\_\_\_\_ YES NO

Other Needs (Note: the reserving party must arrange and pay for any Facilities furniture setup and break down, A/V, Catering, Police, or other services): \_\_\_\_\_

**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 the Interfaith Center 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.
- The use of other University Chaplaincy equipment requires 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 kitchen must be clean after the event and all food and trash removed to the bins outside. No heating elements for food are permitted except if used by Catering.
- 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 limits of 100 persons in the upstairs room and 35 persons in the downstairs room may not be exceeded.
- 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.
- 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: \_\_\_\_\_