

GODDARD CHAPEL, TUFTS UNIVERSITY
Medford, MA 02155 (617) 627-3427

CHAPEL RESERVATION – NON-STUDENT ORGANIZATIONS

In light of the many faith communities who use Goddard Chapel for worship, we request that you be mindful that the chapel is a sacred space.

Reservations for the use of the chapel are made through the Office of the University Chaplain. The chapel is open Monday through Thursday from 8:30 a.m. to 9 p.m. and Friday from 8:30 a.m. to 5 p.m. Anything scheduled by **members of the Tufts community** during this time is free of charge. Anything scheduled for other times will cost \$350 per two-hour block. Anything over two hours will be an additional \$175 per hour. The chapel can accommodate 340 people. Aisles in the sanctuary must be kept clear at all times. No tickets may be sold for chapel events, though donations are acceptable.

RESERVATION INFORMATION

Party Reserving Chapel _____

Address _____

Nature of Event or Performance _____

Reserved Date and Time _____

Reservation Fee **2 weeks notice required for refund** _____ ****PLEASE READ IMPORTANT INFO ON LINE 6 BELOW REGARDING DAMAGE ASSESSMENT FEES BEFORE SIGNING THIS FORM****

The undersigned agrees to abide by the following chapel reservations:

1. **The offices and Sacristy** must remain locked at all times.
2. No one will be in the chapel without a monitor present. You will be informed who the monitor or monitors for the chapel will be. Monitor can turn on the sound system.
3. The altar table and podia in the sanctuary cannot be removed from the sanctuary.
4. To use the piano or organ you must first receive permission from our Director of Music.
5. The use of other chapel items, such as extension cords, requires permission of the monitor.
6. Ushers are supplied by groups reserving the chapel.

7. YOU WILL BE RESPONSIBLE FOR THE STATE OF THE CHAPEL AND TO BE SURE THE CHAPEL IS RETURNED TO THE CONDITION IN WHICH IT WAS FOUND. IF THE CHAPEL IS NOT LEFT IN GOOD CONDITION, A MINIMUM DAMAGE ASSESSMENT FEE OF \$100 WILL BE IMPOSED.

8. The chapel will be cleared by 12 midnight unless prior arrangement has been made with the Chaplain's Office. Please complete this form, including the signature at the bottom and return it to the Office of the University Chaplain, Goddard Chapel. ****BEFORE SIGNING, PLEASE READ LINE 6 ABOVE****

Signature

Title

Date

*All reservations must be paid by a Cost Transfer or a check payable to the Trustees of Tufts College. Also, reservations involving extended use of the chapel may be subject to certain conditions.