

Goddard Chapel Space Use Regulations

General Guidelines

- The primary purpose of Goddard Chapel is to serve as a place of worship and meditation for the Tufts University community and as a memorial to the deceased honored therein. All persons connected with any event in the chapel are expected to conduct themselves with the reverence appropriate for a sacred space and with respect for the communities that worship in the space. The person making a reservation is responsible for compliance with this policy and will be held responsible to it for the conduct of their group and their guests.
- No one may be in the chapel without a University Chaplaincy staff member present. If a reservation is confirmed, the person reserving will be notified of the staff or worker(s) assigned to the event. The reserving person must ensure cooperation with all instructions of the University Chaplaincy staff.
- For safety purposes, the occupancy limit of 300 persons may not be exceeded, including the members of the reserving group. The aisles in the sanctuary must be kept clear at all times. At this time, no one may sit in the front row of the balcony.
- The space must be cleared by midnight unless prior arrangements have been made with the University Chaplaincy.

X I agree to the terms above

Equipment Use

- Chapel furniture may only be used and moved with the permission of the University Chaplaincy staff. Sanctuary furniture will remain in the sanctuary area, unless movement has been approved.
- Those wishing to use the piano or organ must make an advance request and have clearance from the University Chaplaincy Music Director. Otherwise, the instruments should not be touched, used as a table or seating, etc. Damages are the responsibility of the renting party.
- 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.
- If you have AV needs that we cannot accommodate, please connect to Campus Life or note that when submitting to JumboLife.
- No drinks except for water may be in the sanctuary. No alcoholic beverages are permitted in the chapel. No food is allowed in the chapel space with the exception of the common room.

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Admission and Hospitality

- If any publicity is developed for events in Goddard Chapel (e.g., posters, electronic publicity), it must be sent to the Program Manager to review before publishing. Please note, it is best to list the Tower Door as the entrance to look for (closest to the canon, facing Ballou) directly on publicity.
- The filming of movies is not permitted in Tufts' sacred spaces.
- No admission tickets may be sold for any event in Goddard Chapel. Free tickets may be provided to track capacity and for admission through Tufts Tickets, and donations may be requested and received. No one may be turned away from the chapel for inability to pay, and no event in the chapel may be considered private. Cash boxes are not permitted.
- For large capacity events, the door from the Green and the Cloister doors will be locked and only the Tower door will be used for admission. To monitor capacity, free tickets may be distributed through Tufts Tickets, or staff can count those admitted at the Tower door. Other doors will be monitored to prevent unauthorized entries.

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Special Considerations for High Capacity Events

A high capacity event is any event where more than 100 guests are anticipated.

- For high capacity events, Office of Campus Life (OCL) staff may also be required to manage capacity, safety, admission, and policies. In that case, an OCL Event Registration Meeting will also be required as part of the reservation process.
- For high capacity events, the chapel common room may be used as a "green room" for planners and organizers, celebrants, speakers, musicians, etc.
- You must confirm the reservation and sign this form before submitting to JumboLife. Once approved with a University Chaplaincy staff person, please write "Met with [name of staff person on x/y/z date]" in the "Notes" section for approval from Campus Life.

X I agree to the terms above