



## **Chapel Usage Agreement for Special Events**

### **University Chapel, Gonzaga University & St. Michael's Chapel at the Kennedy Apts.**

The main purpose of the University Chapel and the St. Michael's Chapel is to provide a reflective atmosphere for the prayer and spiritual activities of the Gonzaga community. However, in addition to this purpose, the chapel provides a unique setting in which to promote the University through other prayer, wedding, and ecumenical services. In light of this, the following guidelines have been developed to support the various uses of the Chapel, but still protect the room's primary function.

1. The Director of University Ministry approves usage. Please request approval at least 2 weeks prior to your event.
2. Priority is given to university activities, including but not limited to masses, reconciliation, and other liturgical services. For weekend and summer events, usage will be determined by UM staff availability.
3. Proof of insurance is required before use of Chapel space.
4. No food or drink is allowed in either Chapel.  
Please do not move anything in either Chapel, including the piano.
5. A person from the sponsoring group must be in attendance during the event and the sponsoring group is responsible for the chapel during the event. Any and all damages incurred from the use of the chapel will be the responsibility of the sponsoring organization. The sponsoring group should ensure that the room is properly cleaned and locked at the end of the event.
6. The primary user is asked to communicate updates and give notice of cancellations. Please call Mission and Ministry at 509-313-6191.

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I have read the terms and conditions on this Usage Agreement.

Circle location:    University Chapel                      St. Michael's Chapel

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Class of: \_\_\_\_\_ Telephone: \_\_\_\_\_

Affiliation: Student \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Trustee/Regent \_\_\_\_\_ Alumnus \_\_\_\_\_ Other \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Person Responsible During Event: \_\_\_\_\_

Day-of-Event Contact Number: \_\_\_\_\_

Priest: \_\_\_\_\_ Diocese/Religious Order: \_\_\_\_\_

Contact #: \_\_\_\_\_

Expected Event Attendance: \_\_\_\_\_

Purpose of Chapel Use (i.e., Mass, Liturgy, Prayer Service, etc.): \_\_\_\_\_

Please explain:

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Special Requirements (i.e. microphones, sound, lighting, liturgical equipment, etc.):

**PLEASE NOTE: There is an additional non-negotiable fee of \$150.00 for equipment use.**

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If there are any further questions from the Chapel coordinator, we will call you as soon as possible.

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To be filled out by the University Ministry office.

Approved / Declined by: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT YOUR REQUEST BY **ONE** OF THE FOLLOWING WAYS:

Mail: Gonzaga Mission and Ministry  
AD Box 74  
502 E. Boone Ave.  
Spokane, WA 99258

scan and email to:  
perryc@gonzaga.edu