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. No food or drink is allowed in either Chapel. Please do not move anything in either Chapel, including the piano.

4. 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.

5. The primary user is asked to communicate updates and give notice of cancellations. Please call University Ministry at (509) 313-4242.

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

To be filled out by the University Ministry office.
Approved / Declined by:_____________________________ Date: ______________________

SUBMIT YOUR REQUEST BY ONE OF THE FOLLOWING WAYS:
Mail: Gonzaga University Ministry
      MSC 2473
      502 E. Boone Ave.
      Spokane, WA  99258
Fax:   (509) 313-4060