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 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