

CANNON CHAPEL EVENTS REQUEST FORM

The sanctuary space at Emory University's Cannon Chapel may be reserved only for religious and/or educational purposes and only by Emory faculty, staff, and alumni/ae. A confirmation will be faxed after your request is reviewed.

Today's Date _____

Space Requesting: _____ Sanctuary _____ Brooks Commons _____ Formal Lounge

TITLE OF EVENT _____

Nature of Event (worship service, lecture, concert, coffeehouse, etc. be specific) _____

Date(s) of Event _____ Day(s) of the Week _____

Entry Time _____ Exit Time _____
(includes setup time, if any) (includes breakdown time, if any)

Actual Time of Event _____ Estimated Attendance _____ Open to Public? Yes ___ No ___

Dept./Organization Sponsoring _____ Acct. # _____

Religious/Faculty Advisor _____ E-mail/phone _____

On-Site Person (Required) _____ E-mail/phone _____

Requester's Name _____ E-mail/phone _____

Dept. Address _____ Fax # _____

PLEASE READ CAREFULLY BEFORE SIGNING:

Arrangements for special set-ups and take-downs must be made through Sonja Jackson, Chapel Events Coordinator. You may attach a separate list of set up needs to this form if necessary. If your event is after 5:00 p.m. on a weekday or is on the weekend, there is a \$40.00 per hour fee for security. The space is to be left clean, furniture returned to original set-up, and if needed building secured following events. (Alcoholic beverages and smoking are prohibited in the Cannon Chapel Building.) Failure to comply with this request will result in a charge to your department's account and limitations of facility use for future events.

Scheduling Brooks Commons before 5pm weekdays:

For events being held before 5pm weekdays, Brooks Commons can be reserved through Cecil Conroy (cecil.conroy@emory.edu or 7-4143), Candler School of Theology. The space is to be left clean, furniture returned to original set-up, and trash emptied into dumpsters outside the building. (Alcoholic beverages and smoking are prohibited in the Cannon Chapel Building.) Failure to comply with this request will result in a charge to your department's account and limitations of facility use for future events.

- _____ I will not need to schedule Brooks Commons
_____ I have scheduled Brooks Commons and will clean up following the event, following the above guidelines.
_____ I have scheduled Brooks Commons and wish to be charged \$250 for custodial services to clean Brooks Commons following the event.

Media Request:

_____ I will need media services and will arrange them through Candler School of Theology Media Center, 118 Pitts Theology Library, 7-6712.

***Media Coverage and taking photographs during a service is prohibited, unless approved by the University Chaplain or the Dean of the Candler School of Theology.**

I have read the above statement and hereby agree to the policies stated. I also understand that the sanctuary is not reserved for my event until the Events Coordinator has returned this form to me.

SIGNATURE OF FACULTY OR STAFF SPONSOR _____

***** (For office use only) *****

_____ Confirmed _____ Denied (Reason) _____

Requestor notified on _____ via _____

CC: _____

Confirmed by _____ Date _____

Return form to:

Office of the Dean of the Chapel and Religious Life
Attn: Sonja Jackson * 206 Cannon Chapel * Emory University * Atlanta, GA 30322
404.727.4449 (phone) * 404.727.7297 (fax) * sjack05@emory.edu (email)