

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, 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 _____

Organization Sponsoring _____

Mailing Address _____ E-mail/phone _____

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

Requester's Name _____ E-mail/phone _____

Mailing Address _____ Fax # _____

PLEASE READ CAREFULLY BEFORE SIGNING:

Arrangements for special set-ups and take-downs must be made through Sonja Jackson, Chapel Events Coordinator. There is a \$350.00 fee to reserve the space for your event if held after 5pm on a weekday or is on the weekend. If you are requesting a different setup than the normal, there is also a charge of \$200.00 for this service. You may attach a separate list of set up needs to this form if necessary. The space is to be left clean and furniture returned to the original set-up following your event(s). (Alcoholic beverages and smoking are prohibited in the Cannon Chapel Building.) Failure to comply with this request will result in an additional charge 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, 310 Bishops Hall, 727.6340.

***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)