

Sonja Jackson
Cannon Chapel Events Coordinator
Cannon Chapel
515 Kilgo Circle, NE
Atlanta, GA 30322



GUIDELINES FOR USE OF CANNON CHAPEL



Sonja Jackson
Cannon Chapel Events Coordinator
Cannon Chapel
515 Kilgo Circle, NE
Atlanta, GA 30322

Phone: 404.727.4449

Fax: 404.727.7297

E-mail: sonja.jackson@emory.edu

**Dean of the Chapel and Religious Life
and
Candler School of Theology**

GUIDELINES FOR USE OF CANNON CHAPEL

Cannon Chapel is a center for religious, artistic and teaching purposes. Religious services and academic needs will be respected and given priority when scheduling the rest of the building.

Room Reservations

All requests for room reservations must be made in writing. Reservation forms may be picked up in Cannon Chapel Room 206 or emailed to you in a pdf format. Verbal inquiries (either in person or over the phone) about the availability of space on a given date and time should not be construed to be a reservation or confirmation of space.

The procedure for reserving space in Cannon Chapel is:

1. Submit a completed room reservation form to the Events Coordinator.
2. After the Events Coordinator makes a final calendar check for cross scheduling conflicts, etc., the request will be approved or denied.
3. A signed copy of the reservation form, indicating approval or denial, along with a printed confirmation will be returned to you as soon as possible and will serve as a record of the reservation transaction.
4. Please provide account numbers, even though a fee may not necessarily apply.

Emergency requests in scheduling do occur and every effort will be made to respond to these exceptions as space is available. In case of a scheduling problem, please call 404.727.4449.

Who do I Contact?

The scheduling of Cannon Chapel is a shared responsibility between the Dean of the Chapel's Office and the Candler School of Theology. The responsibility of scheduling events/classes in the building is as follows:

Cannon Chapel Events Coordinator – Dean of the Chapel's Office: scheduling of the sanctuary honoring academic uses; maintenance and security of the total building; oversight of the sacristy and the storage closet, and the offices of the Dean's Office. Contact Sonja Jackson (404.727.4449) to schedule the sanctuary.

Candler Registrar - Candler School of Theology: scheduling of the teaching spaces (rooms 106, 312, and 314), Brooks Commons, the Formal Lounge, faculty offices, the music library, and the choir room. The scheduling of Brooks Commons is consulted with the Candler Registrar and the Events Coordinator. Contact Jamila Garrett-Bell (404.727.0792) to schedule use of the classrooms, Brooks Commons or the Formal Lounge.

Assistant Events Coordinator: All events scheduled after 5pm weekdays or on weekends will have an Events Coordinator on duty during this time to assist you in facilitating use of the building. The coordinator will supervise the general activities of the building and should not be expected to assist with registration, babysitting, serving or setting up receptions, or handling ticket sales. Nor is the coordinator a stage manager. Please staff your event accordingly.

Hours of Operation

Please be advised that the normal hours of operation for Cannon Chapel during the academic year are:

- ◆ 7:30am – 9:30pm (Monday – Friday)
- ◆ Closed on Saturdays - unless scheduled
- ◆ 8:00am – 9:00pm on Sundays

If your event is scheduled to begin earlier or last longer than the normal hours of operation, please be sure to clear this with the Events Coordinator.

Fees

Fees assessed include the following: use of the building, maintenance, Facilities Management setups, and the services of an Events Coordinator for security of the building. If your event is scheduled after 5:00pm on a weekday or is on the weekend, a \$30.00 per hour security fee applies. The following services will require additional charges:

- ◆ rearrangement of chapel furniture requiring help from Facilities Management;
- ◆ Assistant Events Coordinator's time above the time specified in the original agreement;
- ◆ charges for clean up of the chapel facilities and/or Rudolph Courtyard (if not sufficiently done by the sponsoring group).

Additional Charges (separate from Chapel fees):

- ◆ Catering
- ◆ Facilities Management
- ◆ Media Services

ALL DELIVERIES MUST BE COORDINATED WITH THE EVENTS COORDINATOR.

What Space is Available?

Reception Area

The chapel reception area (D.W. Brooks Commons) is located on the second floor, just inside the main entrance. This area serves the entire chapel and is not concerned specifically with your event. Questions concerning the logistics of your event should be directed to the Events Coordinator. Candler Registrar's Office schedules this space.

Formal Lounge

The Formal Lounge is reserved for faculty and staff events ONLY. Only boxed lunches and/or small finger foods are allowed for lunches/receptions. Should your event require the use of tables (i.e., a panel discussion, lunch meetings), the arrangements with Facilities Management must be made by you prior to the event. Delivery and pick-up time must be negotiated with the Events Coordinator. **The chapel does not have such tables at its disposal.**

Sanctuary

Using all available floor space, the sanctuary seats up to 400 people. However, there are approximately 50 additional seats available with limited visibility.

Setups: The Events Coordinator must know in advance the desired chair arrangement for your program. Extensive changes may require additional charges for Facilities Management workers. The position of certain pieces of furniture (i.e., copper table and piano) is not negotiable. Candles or other objects are not to be placed on the altar without sufficient covering of altar beforehand. There will be a small fee charged for the removal of wax from the altar and/or sanctuary floor when applicable.

FOOD AND DRINKS ARE NOT ALLOWED ON THE 3rd FLOOR OF THE BUILDING. Please respect this policy.

Tables: Should your event require the use of tables (i.e., a panel discussion), the arrangements with Facilities Management must be made by you prior to the event. Delivery and pick-up time must be negotiated with the Events Coordinator. **The chapel does not have such tables at its disposal.**

Audio-Visual Needs: Sound, audio-visual, theatrical lighting equipment, as well as instruments, sets, props, dance floors, and other special equipment may not be brought into the chapel without prior approval by the Events Coordinator and the Candler School of Theology Media Specialist, Stanley Taylor

(404.727.6712). If services of the Media Center are used, costs for this consultation and/or assistance are to be negotiated separately from the chapel's fees.

THE TAKING OF PHOTOGRAPHS IN THE SANCTUARY DURING WEDDINGS and RELIGIOUS CEREMONIES IS PROHIBITED.

Use of Piano and/or Organ: Special arrangements must be made for use of the piano and/or organ. **Please note: the piano can only be moved within a limited distance and then only for use as part of an event.** Requests for use and/or tuning of the piano must be approved by the Events Coordinator; requests for use of the organ must be approved by the University Organist, Dr. Timothy Albrecht (404.727.6452). There is a charge of \$90.00 for piano tuning.

Brooks Commons and Kitchen Area

The Brooks Commons is available by reservation on a limited basis as the regular schedule permits through the Candler Registrar's office. Adjacent to the Commons area is a small kitchen equipped with a refrigerator and two small microwaves. Individuals or groups who might be interested in reserving Brooks Commons should be familiar with the facilities and its limitations before completing a request form.

Clean-Up in Brooks Commons: Groups who use Brooks Commons at times other than normal operating hours are responsible for the following: wiping off all table and chair surfaces, emptying and relining trash cans, returning furniture to the original setup as found, and seeing that the floor is clear of trash and any spilled materials. Groups who choose not to follow this will pay an additional fee for custodial services.

Kitchen: Very limited kitchen facilities for catering are available. These include a sink and countertop space, some refrigerator space and the use of a small microwave. **Kitchen surfaces must be cleaned at the close of each catered event.**

Receptions: All receptions and coffee breaks are the responsibility of the sponsoring group. **Remember:** all tables must be covered with waterproof material when in use for serving food and beverages.

Seminar Rooms

There is one seminar room located on the lower floor of Cannon Chapel – Room 106. The room is equipped with chalkboards, a podium, writing tables, and seats approximately 45 persons. It is available by reservation on a limited basis as the regular schedule permits through the Candler Registrar's office.

Two other seminar rooms (Rooms 312 and 314) seating 15 persons each are located on the third floor level. They are available on a limited basis. These rooms are equipped with chalkboards, tables, and chairs. Prior approval for the use of these rooms is necessary. All inquiries should be made through the Candler Registrar's office. **NO FOOD/DRINK/ SMOKING is permitted in these seminar rooms.**

Rudolph Courtyard

Use of the Courtyard must be cleared with the Candler Registrar's office prior to your event. Any tables or chairs needed must be arranged for delivery and pickup with Facilities Management **BY YOU**. Chapel furniture **IS NOT PERMITTED OUTSIDE OF THE BUILDING**. Each group using the Courtyard is required to clean up afterwards.

Weddings and Bar/Bat Mitzvahs

The Cannon Chapel sanctuary is available for weddings on a limited basis. For more information, a copy of the wedding policies and/or reservation forms, please call the Events Coordinator. Please note the following:

- ◆ Wedding reservations are limited to EMORY STUDENTS, FACULTY, STAFF, ALUMNI (AE) AND THEIR CHILDREN.
- ◆ Weddings are scheduled only on Saturdays.
- ◆ Because of the extensive use of the sanctuary by Emory constituencies and the School of Theology, the requested date may not be confirmed until 3 months prior to your requested date.
- ◆ A fee is charged that covers the use of the sanctuary for a two hour block of time for the wedding rehearsal on Friday night preceding the wedding and a four hour block of time on Saturday for the wedding.
- ◆ To protect the building and to preserve the grounds and walkways, rice throwing is prohibited; birdseed may be thrown outside the chapel.
- ◆ The cross remains in the sanctuary unless a request is made to have it removed. A fee of \$40 is charged for the removal of the cross and/or placement of the menorah.
- ◆ Fees for Bar/Bat Mitzvahs cover use of the sanctuary for a one-hour rehearsal the day preceding the ceremony and a four-hour period on Saturday. Special arrangements for the Ark and the Torah may be made through the Atlanta Hillel at 404.727.6490.

ADDITIONAL INFORMATION

Admission/Seating: All events are free and open to the public, unless otherwise noted. For events that have an admission charge, tickets may be purchased at the door prior to the performance or at various ticket sales locations. Tickets are not sold in advance at the chapel. There are no reserved seats.

Cameras and Tape Recorders: Because of disturbances to other patrons and contractual arrangements with many artists, photographs and tape recordings may not be taken during a performance without advance clearance.

Disability Accessibility: Cannon Chapel is disability accessible. For further information, contact the Events Coordinator.

Emergency Calls/Cell Phones: Anyone expecting emergency calls is asked to leave seat location with the Events Coordinator. Any messages received will be delivered.

If carrying a cell phone, please turn off before entering sanctuary. We ask that you keep in mind that the sound is distracting to performers and the other patrons.

Parking: Parking is available in the Peavine Visitors parking lot on Fraternity Row or in Fishburne Parking Deck on Fishburne Drive. Parking for the general public in these facilities is limited to the time length of each program. Automobiles remaining in the deck overnight without proper identification will be cited and/or towed. For directions to campus: www.emory.edu/WWW/directions.html

Restrooms/Smoking: For the comfort of our patrons, restrooms and drinking fountains are located in the west lobby, sanctuary level and main lobby, ground level. There is a NO SMOKING policy throughout the building. Please limit smoking to the outside patios.

Telephones: There is a campus phone located in the vending room area of Brooks Commons, which may be used on a limited basis by designated persons working with an event. All Emory sponsored events are advised to use their campus phones as contact numbers. The chapel will not provide phone coverage for information concerning the event, nor is the phone in the reception area available for use.