

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 emailed/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 _____ SK # _____

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 usage fee of \$50.00/ hour. The requested space is to be left clean, furniture returned to the 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 Alexandria Martinez, (alexandria.c.martinez@emory.edu or 7-1663).

- _____ 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:

If you are requiring ANY media services (i.e. lighting, sound, recordings) please contact one of the following WELL IN ADVANCE of your event: (1) Candler Media Services (www.candler.emory.edu/support-services/media-center/services.cfm) for a description of the equipment they provide and the fees associated. Once you determine your needs, please send your request using their web form: <http://www.candler.emory.edu/support-services/media-center/av-request.cfm> OR (2) contact George Nikas @ 404.313.5629

***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 _____

***** For Office Use Only *****

Requestor notified on _____ via _____

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)