Chapel Policies & Procedures

The primary purpose of the Chapel on the Hill is to provide the college community (students, faculty and staff) a quiet place for personal reflection and meditation.

The Chapel may be scheduled through the Development Foundation Office. Access to the Chapel shall be in accordance with the following priorities:

1. Scheduled devotional times
2. Individual use for quiet times
3. College instructional use (recitals, etc.)
4. College-sanctioned student group use (BSU, Wesley, etc.)
5. Non-college instructional use (recitals, etc.)
6. Weddings, etc. (fee required - see fee schedule and policies)

General Policies

- The Chapel will not be used as a regular meeting place for any organization or group, but may be used for special occasions by such groups.
- Groups using the chapel will be expected to leave it clean.
- All use of the chapel except individual devotional times must be scheduled with the Development Foundation office.
- Non-college events (including weddings) will be scheduled around college events.
- The college is sensitive to the issues surrounding Separation of Church and State. The college will take the necessary steps to avoid even the appearance of the establishment of a church.
- The college reserves the right to deny the request of any individual or group to use the chapel, according to its sole discretion.
Hours
The chapel will be open for individual and quiet time use during the hours of 7 am to 10 pm on Monday – Wednesday and closed Thursday and Friday, unless the chapel has been scheduled for an activity. It can be opened by request on Saturday and Sunday.

Fee Schedule
A fee of $250 will be charged for use of the chapel for scheduled events, such as weddings. That fee will be accordance with the following regulations:

- Payment of the fee allows access to the chapel for planning (limited number of visits), rehearsal, and day of event. NOTE: If access is needed for more than two days, an additional fee will be charged.
- The user (renter) will provide all accessories and equipment needed.
- Facilities will be inspected for damage and the user (renter) assessed all repair costs.
- If the event is cancelled, there will be no refund of the fees.
- The user (renter) must sign and comply fully with all the terms of the Holmes Community College Chapel agreement.