



## **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.