

Lois Perkins Chapel
(Includes Courtyard and Lounge; hereafter referred to as the Chapel)
Facility Usage Policy
Date Effective: August 1, 2015

Facility Overview: The Chapel is a place of worship and is used for weekly services, annual Candlelight Services, convocations, assemblies, fine arts performances, ceremonies, weddings, and memorial services. The Chapel will accommodate seating for approximately 650 guests.

Scheduling Contact: Director of Spiritual & Religious Life and Chaplain's Office at 512-863-1056

Scheduling Priorities:

Priorities for facility use are as follows:

University-related events have priority over external constituent requests.

The Chapel is available for the following types of events:

- Religious events
- Convocations and assemblies
- Weddings*
- Memorial Services**
- Performances sponsored by the School of Fine Arts. (Admission charges are permitted.)

*The Chapel is available for weddings and may be reserved up to a year in advance. A fee and deposit are required for all weddings. Current and retired faculty, staff, administrators, alumni, present and former trustees and their immediate families (children/stepchildren); and students are considered to be "affiliated" and have a separate fee structure. (See details and services available at www.southwestern.edu/wedding) August rental requests are handled on a case by case basis with consideration of preparations for opening of school.

**The Chapel is available for memorial services of retired and active faculty, staff, administrators and their immediate families; current and former trustees, and their immediate families; students; and alumni. No charges will be assessed.

See General Facilities Use Policy for regulations applicable to ALL University facilities.

Specific Regulations for Use of the Chapel

1. Religious events, convocations, assemblies and School of Fine Arts performances in the Chapel must be sponsored or approved by the University Chaplain.

2. The religious purpose of the Chapel and the nature, purpose, and mission of the University are to be maintained, and the users are to agree to conduct the event in a manner which is consistent therewith.
3. Eating, drinking, or the use of tobacco products is prohibited in the Chapel.
4. Smoking or the use of other tobacco products is prohibited in the Chapel Courtyard.
5. Flash photography is prohibited during services. Check with the clergy performing the service regarding his/her policies about other photography during the ceremony.
6. Decorations must retain the Chapel's beauty and character as a place of worship. Decorations must be kept to a minimum and in good taste in the sole discretion of the University.
7. At no time may any religious symbols, which include the altar candles and cloths, the processional cross, the lectern, or pulpit hangings be removed, relocated or modified. The altar cloths (paraments) will be white for wedding ceremonies.
8. Because the altar is a central focus of the Chapel, the area including the steps from the nave, past the choir stalls and extending to the altar is to be kept clear, so that visibility of and access to the altar is unimpeded. Stages, furniture, furnishings, including candelabra or floral arrangements may not be placed in this area. Exceptions are made on occasion with written permission from the University Chaplain.
9. Floral arrangements and candelabras may be placed in the chancel area (e.g., on either side of and behind the altar and beside the lectern and pulpit).
10. Only dripless candles can be used in the Chapel for services. **Plastic sheets must be placed beneath the candelabra or candleholders.** Candles may not be placed on the ends of pews, in the window sills or on the wooden railings on either side of the pulpit and lectern. Personal handheld candles by guests sitting in the pews are only allowed during the University Candlelight service.
11. Removal of fixed furniture is not permitted.
12. No structural modifications are allowed in the Lois Perkins Chapel.
13. Wrapped wire should be used to attach greenery and ribbons. Do not use nails, tacks or tape.
14. Throwing rice is prohibited. Birdseed may be thrown outside the Chapel only.
15. Horses and carriages are allowed on University streets and parking lots but not on the Academic Mall or walkways.
16. No animals except service animals are allowed in the Chapel and Chapel Lounge.
17. No vehicles are allowed on the walkway in front of the Chapel. The wedding party, family members, agents, employees, patrons, guests, invitees and vendors must adhere to the roads and parking areas of the campus.
18. Wedding parties and other users of the Chapel are responsible for their actions as well as the actions of their guests, representatives and vendors. The wedding party or its representative must inform guests and vendors of the rules and regulations for Chapel use and provide them copies of these special conditions if necessary.
19. Use of nails, tacks or tape on any wooden or painted surface is forbidden. Reusable adhesive such as Handitak (mounting putty) is allowed.
20. Chalking is not allowed on the exterior of the Chapel, Chapel Lounge, Chapel garden, Chapel entry ways, Chapel steps or the area around the seal or on the seal.

21. Clergy: It is the wedding party's responsibility to find and secure clergy, discuss specifics related to the wedding and compensate him/her for services. In order to perform a wedding ceremony in the Lois Perkins Chapel, a clergy person must be ordained or recognized by his/her religious body as a person authorized to perform such weddings. Non-clergy, such as judges and others permitted by the laws of the State of Texas to perform weddings, may do so subject to the approval of the University in its sole discretion. However, ordinations obtained over the Internet or other non-traditional means are not accepted. The wedding party is required to obtain a marriage license issued by the State of Texas. When scheduling an officiant for your wedding, please confirm that the officiant can attend both the rehearsal and the wedding.
22. If a wedding couple wishes to include Eucharist as a part of their ceremony, they must make all arrangements for elements and serving pieces with their minister. Southwestern University does not provide elements and serving pieces.
23. Chapel Lounge furnishings should be returned to the original positions if moved. No additional furniture will be brought in.

Exceptions to this policy must be approved by the Director of Spiritual & Religious Life and Chaplain.