**Chapel Policy**

**REQUESTING A SPACE**

Reservation requests may be made by calling 334-844-1320. Facility requests (requiring no special equipment or personnel) should be submitted at least 15 business days prior to the date of the meeting or event. Requests for events requiring special equipment, personnel, services, or Auburn University Department of [Public Safety and Security](http://www.auburn.edu/administration/public_safety/), must be submitted at least 20 business days in advance. Requests submitted after these time periods may be declined. All events must be registered with the [Campus Events Planning System](http://www.auburn.edu/auevent). If your reservation is accepted, a contract will be e-mailed to you. Events without a signed contract 7 business days prior to the event may be cancelled.

Please remember your reservation is not final and your event location should not be publicized until you have received confirmation from the Student Center Reservations office. Student Center Reservations has the right to limit how long and how often a department or organization can reserve facilities.

**RESERVATION CHANGES AND CANCELLATION**

To make changes to your event, contact the Student Center Reservations office at 334-844-1320 at least 3 business days prior to your event.

Groups must cancel reservations at least 3 business days prior to the event. Failure to do so will result in the individual, department or organization being charged for all event charges or a penalty fee.

**SPECIFIC PROVISIONS**

**Food**

Food is not allowed in the Chapel.

**Prohibited Items and Damages**

Nails, hooks, tacks, screws, bolts, lighted candles, glue, glitter/confetti, open flame, pyrotechnics, sand, and/or water pools are prohibited in the Chapel. Cloth gaffer’s tape is permitted to be used on floors and equipment. No tape of any kind may be applied to the walls. Signage is not permitted in the Chapel.

All decorations must be removed at the close of the event. The sponsor is responsible for leaving the facilities clean and without damage. The sponsor will be charged for any damage occurring to the facilities and equipment during their reservation. If additional clean-up of a facility is necessary, a clean-up fee will be incurred.

Sponsors hereby assume full responsibility for the acts of all persons using the facility and/or event space, and hereby agree to reimburse Auburn University for any and all damages done to the Chapel.

**PAYMENT**

Payment for meetings or events sponsored by university departments or registered student organizations is due within 30 business days of the event. Payment must be made by the sponsoring organization.

Non-profit and commercial organizations are required to pay for reservations in advance. For your convenience we accept payment by university fund organization expenditure payment (FOAP) account number, cash, check or credit card (Visa, MasterCard, Discover Card, and American Express).

Departments or organizations with past due invoices will not be allowed to hold future events until all delinquent amounts are paid in full, with the possibility of canceling existing events.

**PARKING**

Parking in the Chapel parking lot is by permit only. Questions regarding parking should be directed to the Auburn University [Parking Services](http://www.auburn.edu/administration/parking_transit/parking/index.php), (334) 844-4143 or <http://www.auburn.edu/parking>. Metered parking is also available on Thach and College streets.