Alice Millar Chapel Reservation Policy

Policy Statement
Alice Millar Chapel is a 700 seat chapel that is available to the Northwestern University community as a space to host weddings, memorial services, baptisms, faith-related events, musical performances, large-scale speaker events, convocations ceremonies and other appropriate large-scale events.

Reason for Policy/Purpose
This policy is required to define the types of events for which Alice Millar Chapel may be reserved, which organizations may utilize Alice Millar Chapel, and the procedures for reserving and planning an event in Alice Millar Chapel.

Who Needs to Know This Policy
This policy is for any entity that wishes to host an event in Alice Millar Chapel

Contacts
If you have any questions on the Alice Millar Chapel Reservation Policy, you may:

1. Call the Religious & Spiritual Life office at 847-491-7256
2. Send an e-mail to chapel-secretary@northwestern.edu

Policy/Procedures
Use of Alice Millar Chapel

1. Alice Millar Chapel may be reserved by Recognized Student Organizations, University Departments and Administrative Units, Sponsored Affiliates, and External Clients. Northwestern University Religious & Spiritual Life defines organizations in the four types as follows for purposes of determining room rental charges:

   - **Recognized Student Organizations**: Any student group formally recognized by the Associated Student Government, the Vice-President for Student Affairs, University schools or departments, Religious & Spiritual Life, the Athletic Department, Residential Colleges, Residential Life Office, Fraternities, Sororities, and groups which are not yet recognized but are formally seeking ASG recognition.
   - **University Departments & Administrative Units**: Northwestern faculty and staff organizations and administrative units (i.e. departments, centers, schools, committees, colleges, and divisions) which regularly receive university appropriated funding.
   - **Sponsored Affiliates**: Groups outside the University (who do not receive appropriated funds) whose functions or activities involve affiliation with a University department or unit, are sponsored by the respective department, and utilize University resources and services.
   - **External Clients**: Individuals, groups, and organizations who do not qualify for any of the above categories.

The sponsoring University organization vouches for or assumes responsibility for or assumes responsibility for the action of the organization that they are sponsoring. This includes:

   a. **Financial responsibility**: The sponsoring organization is liable for all expenses billed to the organization using Alice Millar Chapel, whether these expenses result from routine use and fees or from extraordinary circumstances or damage to facilities. The sponsor must provide a University account number (chart string).
   b. **Program content responsibility**: Programs should be in line with the educational mission of Northwestern University and should benefit NU student and the University community.
   c. **Event management responsibility**: The sponsoring organization must assist with and take an active role in planning the event with the sponsored organization. This includes assuring that:
• Reservation deadlines are met in a timely manner
• Northwestern University usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities).
• Food & beverage policies are adhered to.
• Adequate staff from either the sponsored or sponsoring organization is on hand to supervise the event production.
• Time restrictions are enforced.

1. Alice Millar Chapel is equipped and suitable for weddings, memorial services, baptisms, faith-related events, musical performances, large-scale speaker events, convocations ceremonies and other large-scale events.
2. Alice Millar Chapel is best suited for acoustic concerts. However, due to the natural acoustics of the room and close vicinity of other event spaces, events with multiple speakers, percussive or amplified instrumentation, requiring multiple microphones, or otherwise exceeding a modest volume are not suitable.
3. In order to respect and preserve Alice Millar Chapel's history and original function, some events may require additional approval from the University Chaplain.
4. Alice Millar Chapel does not have pre-function space. Receptions and meals cannot be accommodated.
5. Alice Millar Chapel is available to be booked for events from 9:00am through 10:00pm.
6. All events must be scheduled to end prior to 10pm as the facility is scheduled to close at 10pm. Any events that go over time will be charged $100 late stay fee and may lose the ability to book future events in the facility.
7. Alice Millar Chapel can accommodate a maximum of 700 guests.

Reservation Deadlines and Procedures

1. Reservation requests from recognized student organizations, university departments & administrative offices, and sponsored affiliates must submit their request through Northwestern's Room & Event Reservation site www.25live.collegenet.com/northwestern. External clients must submit their reservation request through the appropriate MachForm on Religious & Spiritual Life's website.
2. Reservation requests are to be made at least 10 days in advance for student groups & university departments. Requests for external events and sponsored affiliates must be received at least 30 days in advance. Requests made after the deadline will be reviewed by the Manager of Operations.
3. External events require a $200.00 non-refundable deposit before the event is scheduled. Events are scheduled on a first-come, first-serve basis and spaces cannot be held or marked tentative without a deposit.
4. Reservations for large-scale external and internal events will be scheduled no more than one year in advance.
5. Performances and ceremonies are limited to one dress rehearsal that cannot be scheduled more than six months in advance of the performance or ceremony date.

Rental Fees

1. Effective November 1st, 2016, the rental fee (excluding weddings) for Alice Millar Chapel is $15.00 per hour for student groups, $30.00 per hour for departments, $50.00 per hour for sponsored events, and $250.00 per hour for external events. This fee applies for the duration of any event, including set up and rehearsal time.
2. Additional charges may occur for piano tunings, cleaning charges for extraordinary situations, and damage charges resulting from the misuse of poor treatment of Alice Millar Chapel.

Equipment and Staffing

1. Scenery and other décor are not permitted in Alice Millar Chapel.
2. Alice Millar Chapel is equipped with a chancel, pulpit, lectern, baby grand piano, alter table, an Aeolian Skinner Pipe Organ, fixed pew seating for 700, and basic room lighting. Other equipment for events (tables, chairs, music stands, podiums, etc.) may be requested in advance of the event.
3. Basic audio support is available and included in the rental rate, additional support may incur a rental fee depending on the size and scope of items needed.
4. Alteration to the permanent structure of Alice Millar Chapel, including the walls, ceilings, seating, windows, doors, floors, drapes, fixtures, pews, chancel, alter table, and electricity is not permitted. This includes taping or fastening things to the walls, floors, pews, windows, doors, and ceiling. Any damage to Alice Millar Chapel will be charged to the group at the replacement/repair cost.

5. Any and all items sold (including – but not limited to – merchandise and ticket sales) must be approved ahead of time by the Religious & Spiritual Life office. Items not pre-approved for sale will not be permitted. Approved sales items are subject to a 10% commission on gross receipts, payable to Northwestern University. Northwestern University reserves the right to withdraw permission for merchandise or ticket sales at any time.

6. Food and beverages are not permitted within the Alice Millar Chapel.

7. Candles, incense, pyrotechnics, or open flames are not permitted in Alice Millar Chapel unless explicit permission is given based on the type of ceremony, cultural or faith tradition. Advance permission from Religious & Spiritual Life must be solicited at least 7 days before the date of the event.

8. Religious & Spiritual Life must approve the posting of signs, setup of displays, counters, tables, or any other uses of the Narthex (north "lobby" off the seating area of the chapel).

9. Alice Millar Chapel's seating capacity is 700. Depending on the event's requirements, some seats may be blocked by production equipment, media, house seats, etc., reducing the seating capacity. Under no circumstances may the seating capacity be exceeded.

10. The choir loft is not to be used for patron seating, photography, or videography and access to the space is not included in the reservation of the Alice Millar Chapel. Special requests for access may be granted based on the need to access the pipe organ, accommodate a choir, or other relevant reasons for use.

11. Anyone seeking permission to play the pipe organ must get written permission from the Music Director.

12. Access to the attached Sacristy may be requested at the time of reservation to serve as a staging room, green room, or hospitality suite. The Sacristy is equipped with a private bathroom, limited seating, and direct access to the chancel.

13. Helium balloons are not permitted in Alice Millar Chapel. They can interfere with the fire alarm system and audio wiring.

14. Religious & Spiritual Life reserves the right to determine if an event requires University Police presence. The sponsoring organization is responsible for any security costs.

15. All events held in Alice Millar Chapel require at least one Front of House (FOH) volunteer (ushers, managers, directors, etc.) to be present at the event. The FOH volunteer must be a representative of the sponsoring organization and not an active part of the event's performance.

16. Any ticket sales must be coordinated by the sponsoring organization and SOFO and Norris Center Box Office policies apply to any recognized student organization.

17. The sponsoring organization is solely responsible for the handing, securing, and storage of any case, credit card information, merchandise, tickets, instruments, or other valuables.

18. Any contract between a NU student group and an outside entity (a performer, for example) must be submitted to Campus Life at least six weeks before the event for review and signature. Academic departments should route contracts through their schools' Dean's Office for approval and signature.

19. Any violations of the Alice Millar Chapel policy may result in the loss of future reservation privileges and immediate cancellation of future reservations.

Cancellation Policy

1. You may cancel your event any time up to seven days before your event. Full charges will apply to all scheduled events that were not cancelled before this time frame. Cancellation must be submitted in writing and acknowledged by Religious & Spiritual Life staff. If at any time you are unsure of the status of your cancellation request, contact Religious & Spiritual Life at 847-491-7256 or send an e-mail to chapel-secretary@northwestern.edu.