

Guidelines for Use of NDNU's Cunningham Chapel

1. Dates and times requested must be submitted in writing to the Director of the Office of Spirituality and the Registrar's Office, along with a description of the event you wish to take place.
2. Requests for use of the chapel must be made at least 48 hours in advance.
3. Because the primary use of the Chapel is as a worship space, liturgical celebrations have precedence over classes, award ceremonies and other events and programs.
4. Weddings are governed by the separate wedding policy of the University and the Archdiocese of San Francisco. Inquiries for use of the Chapel for weddings should be directed to the Director of the Office of Spirituality.
5. Any needed furniture or AV equipment must be ordered by the persons reserving the Chapel through the maintenance and IT departments.
6. After use, the chapel must be returned to its proper order. Before leaving, be sure all lights and the PA system are turned off, windows closed and all doors securely shut. All programs, song sheets, or worship aids are to be collected and removed by those using the chapel. Breaking Bread worship aids should be returned to their proper storage place.
7. All trash is to be placed in the proper containers in the Narthex (vestibule) or the Sacristy by those using the chapel.
8. Furniture, including pews, lectern, altar, chairs, piano, tables, is not to be moved without consultation and approval by Office of Spirituality Staff.
9. No liturgical books, vestments, or other equipment are to be removed from the Chapel without the permission of the Office of Spirituality Staff.
10. No notices, posters, or decorations may be affixed by any method to any walls, pews, chairs, fixtures, or furniture without the prior consent of Office of Spirituality Staff.
11. All Chapel decorations are to be left in place and intact. If they need to be temporarily moved, they should be returned to their proper place after use.
12. *The altar is consecrated and is to be used only for the celebration of the Eucharist.* The altar is not to be used for refreshments, collating, or as a work surface.
13. *No food or drink is allowed inside the chapel.* Receptions can be held in the Narthex (vestibule) of the Chapel or on the patio just outside of the Narthex.
14. The Eucharistic side chapel where the tabernacle resides is a place of reverence; please honor this space with silence and respect.
15. If access is needed to the Sacristy, arrangements should be made through the Office of Spirituality Staff.
16. All official Roman Catholic Church guidelines are to be followed in regard to use of the space and liturgical celebrations.
17. Please maintain a general respect for the Chapel as a place of worship.
18. Any damages or losses incurred will be billed to those using the chapel.