



CENTER FOR RELIGIOUS LIFE AND CAMPUS MINISTRY
CHAPEL USE GUIDELINES
FOR
KING-SEABROOK CHAPEL



HUSTON-TILLOTSON UNIVERSITY
900 CHICON STREET
AUSTIN, TEXAS 78702

A UNITED METHODIST CHURCH
AND
UNITED CHURCH OF CHRIST AFFILIATED INSTITUTION



HUSTON-TILLOTSON UNIVERSITY KING-SEABROOK CHAPEL USE GUIDELINES

King-Seabrook Chapel was built in 1974 primarily as a place of appropriate worship in the Christian tradition, appropriate celebrations from other faith traditions, and private meditation and prayer. Secondly, appropriate fine arts, and other educational events may be held from time to time. Organizational pageants may be held in the Chapel as long as the coordinators keep in mind that they are in a place of worship and conduct is appropriate for the space. To this end, the following guidelines have been established. Finally, Huston-Tillotson University is an All-Steinway School with King-Seabrook Chapel as the concert venue.

1. A Campus Activity/Event Request form must be completed with Community Outreach prior to reserving the chapel.
2. Much of the beauty of King-Seabrook Chapel is in its simplicity. Minimum decorations are needed, even for elaborate events. **NOTHING, no object** of any kind **may be taped** in any way **or hung from the varnished walls on the Chapel stage, neither may the piano or organ in the chapel be decorated in any way.** All decoration plans must be approved by Community Outreach.
3. **No food or beverage of any kind** is allowed in the Chapel. Violators will not be allowed further use of the Chapel.
4. Receptions with food and beverage items are permitted in the foyer of the Chapel only before and/or after performances or events.
5. **The party reserving the Chapel** is responsible for providing a diagram in order to ensure the Chapel set up into the desired program format. **It is also the responsibility of the reserving party to clean up the chapel and foyer at the closing of an event or hire HT's janitorial service to complete the clean up. Failure to do so will result in charges assessed to the reserving party.**
6. **Parties reserving the Chapel** that need to use the Chapel technical equipment, i.e., sound and lighting system, [other equipment as available] **must contract a Chapel Technician.**
7. The cost for the Chapel Technician is \$18.00 per hour with a two-hour minimum (one hour is automatically charged for set up and break down). Reserving parties must sign off on the technician time sheet. Technician fees are included in the reservation invoice with technicians paid by the University.
8. The Music Department may serve as its own technician when there is a musical recital for a student or an event requiring a grade for a student. This also holds true for the Drama Department (performance for a grade). **Only under these conditions may a department serve as its own technician.** For all other situations, these departments are to contract a Chapel Technician for events and activities.
9. All Chapel equipment may be moved on the stage **except the organ and Steinway piano. Under no circumstances should the organ or Steinway piano be moved.** All other Chapel equipment is to be handled with care. **There will be a fee charged for all damage done to Chapel equipment or walls due to piano and other equipment being thrown against the walls.**
10. Should the piano or organ be needed for an event, **arrangements must be made with the University organist at least one (1) week in advance.** Contact Community Outreach to make arrangements to use the piano or organ.
11. The University Chaplain is notified of events and activities for the Chapel and seeks to provide guidance on appropriate events. **(Inappropriate activities/events for Chapel would be step (Greek) shows, slave auctions, and some talent shows.**
12. Institutional events and activities supersede any outside function or group desiring use of the chapel.
13. A party has **two days (48 hours)** to clear the chapel of any items from an event/activity. **After two days (48 hours)** all items left on stage or in either of the wings will be thrown out and a charge of **\$90.00** will be assessed for cleaning services. See the Rental Fee Schedule for a detailed summary of janitorial and grounds fees.
14. Should you determine that you do not want the task of cleaning after the event; facilities can be contracted for cleaning at a cost of **\$90.00.** See the Rental Fee Schedule for a detailed summary of janitorial and grounds fees.