Chapel Request Form  
(Other than Weddings)

Department of Campus Ministry  
Malone Student Center  
One LMU Drive, MS 8445  
Los Angeles, CA 90045  
Tel: (310) 338-2860  
Fax: (310) 338-1845

Request use of:  
Sacred Heart Chapel _____  Mary Chapel _______  Huesman Chapel______  Leavy Chapel _______

Date: ______________  Day: ____________  Time: _________  Event Reservation  
Begin: _________  End: __________  Reservation

Event/Liturgy: ___________________________________________________________

Description: (Additional information may be requested by Campus Ministry to ensure that the requirements of your event or liturgy are met.)

Contact Person: ____________________________  Organization: ____________________________

E-mail Address: ____________________________  Contact Phone: ____________________________

Mailing address: ____________________________

Expected Attendance: _____________  Estimated number of cars: _________  Buses: _________

Open to Organization only: _________  Open to University: _______  Open to general Public: _________

ADDITIONAL REQUIREMENTS:  
For Music in Sacred Heart: To meet the demands of musical performance in the chapel for any event or liturgy, the music sound system (external mixing board, microphones, etc.) is required.

System Requested: Yes____ No _____  Music Set-up Time: _________  End Time: _________

Music set-up and end times must be during event reservation (above). An external sound system from outside Sacred Heart may not be used. Nor is any amplified sound or system allowed in the Mary, Huesman or Leavy Chapels.

For additional Equipment: separate requests must be made to Conference & Event Services (Student Leadership & Development for student organizations) for additional equipment, such as tables, chairs and lecterns.

Special Requirements: If your event has special requirements, have you made arrangements to work with a Campus Ministry representative to meet those requirements? Name of representative: ____________________________

FOR NON-UNIVERSITY REQUESTS ONLY:  
Please contact the Office of Campus Ministry for donation fee for chapel usage.

AGREEMENT AND SIGNATURE (to be signed by Contact Person)  
I have read, understand and agree to the Chapel Regulations (as stated above). I have also shared the Chapel Regulations with my vendors and guests, and I understand that I am responsible for any violation of the afore mentioned regulations by myself, party, vendors and or guests

Signature: ____________________________  Date: ________________

APPROVAL  
Director of Campus Ministry: ____________________________  Date: ________________

For office Use only:  
Chapel Donation_____  Cleaning/Security Deposit _____  Reservation entry _____  Confirmation Letter _____