

# Chapel Request Form

Offices for Campus Ministry  
Malone Student Center  
One LMU Drive, MS 8445, Los Angeles, CA 90045

Tel: (310) 338-2860  
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Request use of:

**Sacred Heart Chapel** \_\_\_\_\_ **Mary Chapel** \_\_\_\_\_ **Leavey Chapel** \_\_\_\_\_

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Event Time: \_\_\_\_\_ Reservation Begin: \_\_\_\_\_ Reservation End: \_\_\_\_\_

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 missing 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 or Leavey 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:**

The donation for the use of Chapel of the Sacred Heart is \$1,750.00 (this includes a donation of \$1,250.00 and a refundable \$500.00 security/cleaning deposit). The donation for the use of Mary, Leavey Chapel is \$250.00.

## **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 \_\_\_\_\_