Chapel Request Form

Offices for 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 ______ Leavey Chapel______

Date: ______________ Day: __________ Time: ________ Begin: ________ 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 _____