GUIDELINES FOR THE USE OF BENNETT MEMORIAL CHAPEL

I. PRIORITY OF USE

A. Weddings and funerals for students, former students, faculty, staff and the general public.
B. Regularly scheduled classes (Music department organ classes and other appropriate academic activities)
C. Recognized campus religious organizations having no buildings or other established meeting places in which to hold workshop services, devotionals, etc.
D. The Music and Religion departments of the University when sponsoring recitals, musicals, vespers services, religious addresses or other meetings appropriate to the Chapel setting.
E. Other campus-related groups (including registered and recognized groups) and departments of the University for programs appropriate to the Chapel setting.
F. Rehearsals for weddings.
G. Other groups for programs appropriate to the Chapel setting.

II. GUIDELINES FOR USE

A. The Chapel may be used by reservation only. Reservations may be made by contacting the Department of Meeting and Conference Services, 179 Student Union, 405-744-5232.
B. Groups using the Chapel on a month-to-month basis must renew reservations each month. Reservations for any month may be renewed no earlier than the 20th of the preceding month. While no permanent schedule may be assured, an attempt will be made to adjust hours to the satisfaction of each group if there is a conflict. Groups failing to renew their reservations will be left off the schedule and it will be assumed that they are no longer using the building for their meetings. Meeting and Conference Services reserves the right to change or cancel a reservation at any time.
C. Groups desiring to hold regularly scheduled services at Bennett Chapel may do so under the following conditions:
   1. The group is a registered/recogized student organization without an established meeting location.
   2. Community Religious Groups may schedule the Chapel for worship services under special circumstances upon the approval of the Meeting and Conference Services Manager, and a “Lease Agreement” is signed by the scheduling group. The time limitation upon these services is not to exceed 3 consecutive months. A rental of $250.00 for each use (up to a 4 hour time slot), 1 time per week will be charged for regular worship services by groups. A $200.00 cleaning fee will also be required. An additional $200.00 damage deposit will be required which is refundable providing the Chapel is left in good condition.
   3. Student groups utilizing the Chapel are expected to maintain the facility in good order. Groups not maintaining the Chapel in good order may be charged a clean-up fee and refused to continue use. Do not leave decorations, tapes or papers in the Chapel.
D. Smoking, rice or bird seed throwing is not allowed, and no food or drink is permitted within the Chapel.
E. Any damages to the Chapel will be the responsibility of those scheduling the facility.
F. Meeting and Conference Services can provide a list of approved organists.
G. Do not move overhead lights. The lights are to remain as-is due to daily organ lessons in the Chapel. No exceptions will be made.
III. CHARGES FOR USE

All charges are payable at the time of scheduling and reservations will not be taken without payment being made. All checks should be made payable to the Bennett Memorial Chapel Fund. Students groups and departments with University accounts may charge the rental to their account. Account numbers must be provided at the time of scheduling.

A. Weddings: $550.00 for 8 hours; payable at the time of scheduling.
B. Funerals: $500.00; payable at time of scheduling.
C. Recitals: $200.00 for 2-4 hours; $350.00 for 4 hours or more.
D. OSU Affiliated Organizations: $55.00 for 2 hours; $75.00 for 2 hours or more.
E. Organ: There is a $10.00 charge for each use of the organ for events other than weddings and funerals or when an approved organist is not used. The organ key may be checked out from Meeting and Conference Services during the hours shown above (see Guidelines #3). Deposits will be refunded upon the return of the key. Deposits which are not reclaimed within 5 days after the scheduled event will be forfeited.

APPROVED:

E. Mitchell Kilcrease, Student Union Director

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4/23/14
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