

SOUTHERN MISS

EVENT SERVICES POLICY

Cochran Center | Lott Center | Cook Union | Hub | Danforth Chapel
Centennial Green | Spirit Park | Shoemaker Square | Union Plaza | Weathersby Lawn

DANFORTH CHAPEL POLICIES

Department of Union and Programs, July 2016

Danforth Chapel and Chapel Place is frequently used for quiet meditation, religious services & weddings. The chapel is open from 8 a.m. – 5 p.m., Monday – Friday. Additional hours are available by reservation only (601.266.4399).

Reservation Information:

1. A fee of \$150 per semester will be charged for all on-campus organizations and departments. This will allow the user unlimited reservations booked with Event Services for the semester.
2. A fee of \$250 will be charged for all non-university reservations, as well as all weddings.
3. Payment should be made to Event Services no later than the business day prior to the reservation, or the reservation will be cancelled.
4. A key will be issued at the Event Services office between 8 a.m. and 4:30 p.m., Monday-Friday, for all weekend and after-hours reservations. A \$25 key deposit will be charged in the form of a check at the time the key is issued. The key should be returned within 24 hours, or the deposit will be forfeited.
5. Any candle wax damages will result in a cleaning fee assessed according to the damage.
6. Each person/organization using the chapel is responsible for decorating and cleanup of the facility. You are also responsible for selection of photographer, florist, music and securing a minister to perform the service. Event Services will only provide the space for your event.
7. Persons using the chapel should inspect it one day before usage. To inspect the chapel prior to your event, contact the Assistant Director for Event Services at 601.266.4399. This will avoid a possible conflict with religious organizations that use the chapel on a daily basis.
8. In case of emergency, contact campus security at 601.266.4986. You should also contact campus security if a problem occurs with electricity, heating/cooling, etc.