

Duke University Chapel

Policies Regarding Scheduled Events

We appreciate your interest in holding an event in Duke Chapel and we will give your request careful consideration.

The Chapel is the center of worship for Duke University. It is also the main attraction on campus for visitors and tourists who are welcome at all times when the building is open, and is the location of several dozen Chapel offices, some of which are used at night and on weekends. Often one group or service follows another, requiring the cooperation of all who use the Chapel to keep it in a state of readiness and beauty. For those planning to use Duke Chapel for a service or event, it is essential that the following policies be understood and accepted by all participants.

RESERVATIONS

At the time of your initial call requesting a reservation, a tentative entry will be made on the Chapel calendar, pending approval. The Chapel will send a reservation request form to be completed and returned. This form is used to gather detailed information about the event. The Chapel will pass the form on to the Dean of the Chapel, Rev. Dr. Luke Powery, for approval. If your event is approved, the Chapel will call or write you to confirm the reservation on the Chapel calendar. Your event cannot be approved nor your reservation confirmed until you have completed the form and it has been returned.

Approximately two months prior to the date of your event, the Chapel will contact you to schedule a consultation during which all details of the event will be reviewed and documented, including requests for use of other areas of the Chapel at the time of your event. Notice of final confirmation by the Chapel will normally follow the consultation.

Reservation times are both inclusive and explicit. The Chapel assumes that time reserved allows for sufficient, but not extravagant, time for set-up and clean-up by your organization. Please do not assume that you may request more time later, arrive early for the event, or go beyond the allotted time. Any changes in scheduling needs should be brought to the attention of the Chapel immediately.

If the reservation is for a ticketed event, please adhere to seating capacity regulations set by the Duke University Fire and Safety Office. Do not oversell tickets.

If the reservation is for a “free/open to the public” event and a full house is expected or possible, it is the responsibility of the person making the reservation to contact the Duke University Fire and Safety Office (919-684-5609) or the Durham Fire and Safety Office (919-560-4233) to request assistance with the event.

MUSIC & ORGANS

If music in any form will be included in your event, initial information obtained by the Chapel will also be forwarded to the Director of Chapel Music, Dr. Rodney Wynkoop, for approval. All music (instrumental and/or vocal) performed in the Chapel must be in keeping with the spirit of worship and the tradition of excellence in music that is maintained here.

Permission for use of the organs is not automatic and must be requested well in advance, before any practice time is discussed with the Chapel. For the Flentrop organ, please write Dr. Robert Parkins, University Organist: rparkins@duke.edu. Those requesting use of the Flentrop must receive keys from Dr. Parkins. For the Aeolian organ or the piano, please write Christopher Jacobson, Chapel Organist: christopher.jacobson@duke.edu. Use of any other instrument(s) belonging to the Chapel, or bringing in any additional instruments for the event, must be approved. Confirmation of reservation does not necessarily guarantee use of the organs.

REHEARSALS

Rehearsal times must be scheduled through the Chapel at 919-681-9488 or dukechapel@duke.edu. Time allotted for rehearsals may be limited at the discretion of the Dean of Duke Chapel or the Director of Chapel Music.

PREPARATION AND CLEAN-UP

Each group must accept the Chapel as is and leave the Chapel as it was found with all furnishings and equipment in place. You are responsible for any additional equipment that is brought in (musical instruments, chairs, tables, risers, robes, etc.) and for making provision for its prompt removal at the conclusion of your event. **One person from each sponsoring group must be designated as fully responsible for the arrangements and management of the event and he/she should expect to be on the site from set-up through clean-up.** Clean-up must be done immediately following the event. For events and/or clean-up which go beyond **10:00 p.m.**, non-University groups will be charged at the rate of **\$50.00/hour**.

SOUND SYSTEM

The sound system for the Chapel is operated by Duke Technical Services Department. Email techsvcs@duke.edu or call 919-660-1731 to make a reservation and arrange for billing.

PARKING

The Duke University Parking Office is available for assistance with parking. Please visit http://parking.duke.edu/event_planning/special2.php to make a reservation and arrange for billing.

GENERAL INFORMATION

Smoking is prohibited in any area of the Chapel. Food and drink are prohibited in all areas of the Chapel except the basement level.

Additional Instructions for Using Duke University Chapel

The following guidelines represent the minimum expectations and must be conveyed by the persons who sign the Chapel Reservation Form to all co-chairs and/or committee members who will be sharing in the responsibility for the event. Any group using Duke University Chapel must leave the Chapel in the condition in which it was found. *We remind you that a reserved time in the Chapel does not imply use of the entire building.* In addition, keep in mind that Chapel offices are located in the basement of the Chapel, which means that visitors need to be attentive to the movement and noise they make during normal working hours. We hope that these guidelines will be helpful to you, and we thank all of those people who worship in and use this facility for their assistance in maintaining the beauty and worshipful atmosphere of the Chapel.

1. **Chairs.** The chairs at the front of the nave may, at times, be moved for a specific service or event. Anyone desiring to move/rearrange the chairs must speak with the Events Coordinator before making plans.

The chairs must be returned to their proper order. This is very important!

1. **Light-colored chairs** should be placed in the front closest to the altar. **Dark-colored chairs** should be placed in the back closest to the pews.
2. On the **left side as one faces the altar**, there should be 4 rows of 12 chairs each, followed by 1 row of 8, 3 rows of 3, and 1 row of 7. Please leave a clear space around the piano on all sides.
3. On the **right side as one faces the altar**, there should be 4 rows of 12 chairs each, followed by 3 rows of 8 and 1 row of 7.
4. Please do not mix broken chairs (stored in the left transept) in with the others.

****NOTE: Several times during the year, folding chairs are placed in the Chapel. If these chairs are moved or taken down to accommodate your group, it is your responsibility to return them to their original position.****

****NOTE: If removing any chairs for ticketed events - deduct equal number tickets.****

2. **Pianos.** The Chapel has specific guidelines for use and movement of the pianos. Please do not use or move the piano before discussing these with the Chapel Events Coordinator. Food and drink may never be placed on basement level Chapel pianos.
3. **Food and Drink.** There is to be no food or drink in the Chapel proper at any time. This includes the chancel, nave, narthex, crypt, and Memorial Chapel.
4. **Clean-up.** The Chapel expects that anything brought into the Chapel by a group making use of the building will be removed immediately following the service or event. Printed programs, boxes containing printed programs, candle wax, portable musical instruments, instrument cases, technical equipment of any kind, must all be removed immediately. Set-up and clean-up times must be established with the Chapel Events Coordinator. In most cases, these will be immediately preceding and following the event or service. The Chapel nor Duke University is responsible for any items left unattended in the Chapel during or following an event.
5. **Rehearsals.** The Chapel expects that set-up and clean-up for rehearsals be observed as strictly as for those of the event itself. Groups planning to leave equipment between rehearsal and performance must note this on the Reservation Form and make arrangements with the Chapel Events Coordinator. **The Chapel does not guarantee that groups will be able to store or leave equipment in the Chapel between rehearsal and performance.**
6. **Basement and basement cleaning.** Arrangements must be made in advance for the use of the kitchen, parlor, and student lounge at the time of submitting the Reservation Form. For groups who reserve use of the kitchen, parlor, or the student lounge, a vacuum cleaner and other cleaning supplies are available. Please check with the Chapel housekeeper on duty. S/he is not responsible for clean-up after your event.
7. **Sales.** Tickets, souvenir items, CDs, tapes, etc., cannot be sold inside the Chapel. Arrangements must be made with Page Auditorium (919-684-4444) or for tables set up outside on the sidewalks.
8. **Smoking Policy.** Absolutely no smoking inside the Chapel, upstairs or downstairs, or on the Chapel Quad. Cigarette butts should be disposed of in receptacles on the sides of the Chapel, away from the Chapel steps.
9. **Restrooms.** Restroom facilities in the Chapel are very limited and are for the use of Chapel staff only; therefore, before reserving the Chapel, groups should be aware that they will need to use restrooms in Page Auditorium (next door) or those in the Bryan Center (student center) located across the sidewalk from the south side of the Chapel. Since the Chapel is not a concert hall, we do not have dressing room facilities, mirrors, etc.

CANCELLATION/ALTERATION CLAUSE

Groups requesting a reservation should be advised that the Chapel schedule is sometimes subject to change at the request of the University. It is strongly suggested that you refrain from publicizing the event/service and from making final arrangements until your reservation has been officially confirmed.

Your signature below indicates that you have read the policies regarding reservations at Duke Chapel and agree that you and the sponsoring organization will abide by them. The Chapel reserves the right to postpone or cancel an event which does not take place within the parameters stipulated in policy guidelines and/or within the time parameters scheduled through the Chapel Events Coordinator and approved by the Dean. Receipt of this form does not constitute any type of confirmation on the part of Duke Chapel.

SIGNATURE

Organization:

Event:

Date and Time:

Date(s) and Time(s) of Rehearsal(s), If Applicable:

Signature

Affiliation with sponsoring
organization

Telephone number

Affiliation with Duke University

Email address

Updated 1/2017

PLEASE RETAIN A COPY OF THESE POLICIES AND GUIDELINES
FOR REFERENCE DURING EVENT PLANNING AND EXECUTION

The following checklist may be helpful in gathering information about your service. The details should be discussed fully with the Chapel beforehand.

- ___ Designated person with full responsibility on-site
- ___ Description of event for the University/Chapel calendars (if applicable)
- ___ Time needs for event and rehearsal
- ___ Number of people expected to attend
- ___ Duke Technical Services contacted for sound system needs (required for events in the Nave)
- ___ Duke Parking Office contacted for parking needs
- ___ Organs to be used
- ___ Space requests submitted to the Chapel Events Coordinator (nave, chancel, Memorial Chapel, crypt, parlor, kitchen, student lounge)
- ___ Reserved seating
- ___ Equipment to be borrowed for on-site use
- ___ Equipment to be brought in
- ___ Reception plans in place
- ___ Clean-up arrangements made
- ___ Special lighting needs discussed with Events Coordinator and Technical Services
- ___ Printed programs

For rental of equipment, call the Duke Special Events Office at 919-660-1750.