Please Note:
War Memorial Chapel Special Events Request Forms submitted less than 3 months in advance may not be approved. Forms must be filled out clearly and completely in order to be processed in a timely manner. Please be aware, the War Memorial Chapel and Events Office will not hold dates and/or locations if the Special Events Chapel Request Form is incomplete. Insurance is required for all weddings and special events; please see Page 2 for more information. Please feel free to contact the War Memorial Chapel and Events Office for more information or visit the Chapel webpage: http://www.campuslife.vt.edu/chapel.

**CONTACT SECTION:**

**1st Contact Name** (Full Legal Name):
Name you prefer to be called:
Home #: __________________________ Cell #: __________________________
Work #: __________________________ E-mail: __________________________

**University Affiliation (Please check one):**  □ Student  □ Alumni  □ Faculty/Staff  □ Other

**2nd Contact Name** (Full Legal Name):
Name you prefer to be called:
Home #: __________________________ Cell #: __________________________
Work #: __________________________ E-mail: __________________________

**University Affiliation (Please check one):**  □ Student  □ Alumni  □ Faculty/Staff  □ Other

**Requested Rehearsal Dates/Times** (Please Note: A minimum of 1 hour is required for rehearsals)

<table>
<thead>
<tr>
<th>Requested Date(s)*:</th>
<th>Requested Time(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st:</td>
<td></td>
</tr>
<tr>
<td>2nd:</td>
<td></td>
</tr>
<tr>
<td>3rd:</td>
<td></td>
</tr>
</tbody>
</table>

**Requested Ceremony Dates/Times** (Please Note: A minimum of 2 hours is required for ceremonies)

<table>
<thead>
<tr>
<th>Requested Date(s)*:</th>
<th>Client Setup Start Time Prior to Event:</th>
<th>Event Start Time:</th>
<th>End Time of Reservation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requested Locations:**

□ War Memorial Chapel [Includes Main Chapel Area, (2) Auxiliary Rooms, and the Chapel Plaza]
Rates: $65/hour for students; $100/hour for Alumni; and $100/hour for University Affiliates

□ War Memorial Chapel and War Memorial Chapel Court (Roof)
Rates: Add $50/day to the hourly Chapel rates listed above

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination should contact the Office for Equal Opportunity.
Insurance is required for all weddings and similar events. Certificates of Insurance must have a minimum general liability coverage amount of $500,000; the certificate must list “Virginia Polytechnic Institute and State University” and the “Commonwealth of Virginia” as certificate holders and additional insured; and the certificate must include the organization name, event type, event date(s) including rehearsals, and location(s) in the description area. Certificates of Insurance must be submitted no later than 14 days prior to the event.

If the certificate is not received by the War Memorial Chapel and Events office, the event cannot occur.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination should contact the Office for Equal Opportunity.

(Please answer the following questions for Chapel Roof Requests)

1. Will the event involve amplification? ☐ Yes* ☐ No ☐ Unsure*
   *PLEASE NOTE: All event requests must follow the Amplification Policy set forth in University Policy 5000 section 2.7. If you are unsure of the policy, please see [http://www.policies.vt.edu/5000.pdf](http://www.policies.vt.edu/5000.pdf) or ask an Event Planning Advisor for details.

2. Would you like a referral to Production Services for lights/power/stage/sound? ☐ Yes* ☐ No
   *If Student Engagement and Campus Life Production Services support is being requested, the Event Planning Office must make a referral at least 14 business days prior to your event. Production Services will contact you directly for an appointment. If you have any questions please call Student Engagement and Campus Life Production Services directly at (540) 231-3499 or send an email to: production@vt.edu.

3. Would you like to request any Student Engagement and Campus Life Equipment? ☐ Yes* ☐ No
   *If Yes please check item and indicate quantity: ☐ 6’ Folding Rectangular Tables (15 in stock) ☐ Chairs: ☐
   *There is no guarantee that the equipment requested will be available for your event. There is a rental fee for all equipment. Charges will be billed to the client requesting the event. The client is responsible for the transport and return of all rented equipment. Equipment not returned within the specified time will incur an additional fee.

4. Will the event require use of a tent? ☐ Yes* ☐ No ☐ Unsure*
   *PLEASE NOTE: For tents 900 sq. ft. or larger, or with expected capacity of 100+ occupants, a State Tent Permit will be required 30 days prior to your event. Please visit the following link for more information and/or to submit an application: [http://www.ubo.vt.edu/TentPermit.aspx](http://www.ubo.vt.edu/TentPermit.aspx). Requestor is responsible for securing all tent permits. PLEASE NOTE: Regardless of the tent size, if the tent will be staked into the ground, “Miss Utility” must be called 5 days prior to tent setup (800) 552-7001.
### Additional Client Notes:

- FOR OFFICE USE ONLY -

<table>
<thead>
<tr>
<th>Bill-To Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Primary #:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Secondary #:</td>
<td></td>
</tr>
<tr>
<td>ID Info:</td>
<td></td>
</tr>
</tbody>
</table>

**Reservation made in EMS?**  Choose an item.  
**Event Confirmation sent?**  Choose an item.  
**Contact Date:** Click here to enter a date.  
**Release Date:** Click here to enter a date.

### Office Staff Notes: