Chapel Guidelines

General Reservation Information:
• The Chapel will not be available for use during university-observed holidays and/or special events, or days when Virginia Tech hosts home football games.
• Neither the inside of the Chapel nor the Chapel Court is available for receptions.
• Food is NOT permitted in the Chapel.
• All reservations must be made by a Registered Student Group’s Authorized Contact, a Department’s Authorized Contact.
• If an external client requests to use the Chapel for vigils, protests, memorial services, or politically sensitive events, they must get a Department or Student group on campus to sponsor the event.
• The Chapel is available for weddings on Fridays and Saturdays 9am -5pm. Wedding reservations must be made 45 business days in advance.
• Special Events other than weddings can be scheduled Tuesday – Saturday 9am – 5pm. Special event reservations must be made 30 business days prior to the requested service date.
• Overnight reservations must be made 45 business days prior to the event date requested and a Security Form must be submitted.
• Pets are NOT allowed in the Chapel. Only certified Service Animals that are used to aid persons with disabilities are allowed in the Chapel.
• Per University policy, alcoholic beverages are NOT permitted in the War Memorial Chapel. Please respect our policy.

Unaffiliated Clients
• Unaffiliated clients must be co-sponsored by a registered student organization or a university department to host an event on campus. All unaffiliated entities (including weddings and similar events) will be assessed a $50 per day per location Campus common space processing fee.

Cleaning and Damages
• Clients are responsible for removing any and all trash following their event. The grounds should be left as found, if not better. Damages to any grounds and/or facilities are to be repaired by University personnel only, and all costs associated with such repair will be billed directly to the client. Additional trash/recycle bins are available at no additional cost to event sponsor by request.

Safety Regulations:
• All exits must be free of barricades and exit signs must remain clearly visible. Doors/windows may NOT be covered.
• All paper materials must be flame proofed or fire retardant.
• Keep all paper and cloth away from light fixtures and ceiling sprinklers.
• Fire extinguisher compartments must be clearly visible.
• Aisles and walkways must be adequate for access and egress.
• Decorations or other material may not be attached to curtains, blinds, draperies or air vents.
• Approval to extend decorations to venue doorways or outside the room must be obtained from the Event Services. This approval will be indicated on the event contract and the sponsor will be notified in advance.
• If it is necessary for clients to move any furniture items, they should be replaced in their proper locations at the end of the reservation. Special set-ups of furniture or equipment must be arranged with War Memorial Chapel and Events staff when reservations are made.

Chapel Technical Specifications:
• The Chapel’s maximum seating capacity is 260 people.
  ▪ Approximately 200 people may be comfortably seated in the pews
  ▪ There are an additional 43 chairs available around the perimeter.
• There are 28 pews consisting of 14 on either side of the aisle.
• The wooden rails (the altar rails) on each side of the front of the Chapel are 17 feet in length.
• The brass rails on each side of the rear of the Chapel (near the front entrance) are 10 feet, 8 inches in length.
• The Chapel aisle is 45 feet in length.
• The top of the altar is 8 feet by 2½ feet.
Decorative Materials:
- Nails, tacks, staples, or other sharp objects may **NOT** be driven into walls, floors, doors, ceilings or tables.
- Scotch tape, two-sided (carpet) tape, or duct tape cannot be used.
- Gaffer tape is permitted for use in the Chapel on the floors. **It MUST** be purchased through the Event Services and picked up at the Squires Welcome Center on the first date of your reservation.
  - **NO** tape is permitted for use on the walls in War Memorial Chapel.
- Adhesive-backed picture hanging devices may not be used.
- **NO** glitter may be used.
- All freestanding decorations must be stable in nature and anchored securely using weights and/or sandbags.
- Glue may not be used on any surface.
- **NO** substance is to be used on the floors (gaffer tape is okay) of the War Memorial Chapel.
- Sand, gravel, fountains or other "water features" are not permitted without special permission from Student Engagement and Campus Life & EHS.
- Open flames are **NOT** permitted in Student Engagement and Campus Life Facilities without an Open Burn Permit approval from EHSS. If candles are desired for use in conjunction with an event, an Open Burn Permit must be completed.
  - Candles may only be used in a container that will catch all wax. Sponsor must keep all areas free of dripping wax.
  - Expenses incurred from damages due to decorating will be the sole responsibility of the sponsor
  - Examples include damage to walls and or furniture for use of dripped wax, adhesives, damage to floors, etc.

Removal of Decorations:
- All decorations (including tape, wire, flowers, etc.) must be removed at the conclusion of the contracted time. Additional cleaning of and/or repair to reserved venue resulting from the removal of stated materials will result in additional charges to sponsor.
- Student Engagement and Campus Life assumes no responsibility for materials left in spaces after the reservation period concludes.

**War Memorial Chapel Cancellation Policy:**

*Student Organizations, University Departments and External/Non-University Groups:*
- If it is necessary to cancel a reservation in War Memorial Chapel, Student Organizations, University Departments and external/non-University groups must do so by email notice or in person to Event Services.
- If a student organization fails to cancel a Chapel reservation fourteen (14) business days prior to the event, the group shall be assessed a no-show penalty.
- If a University department fails to cancel a Chapel reservation fourteen (14) business days prior to the event, this will result in the department being assessed a cancellation fee of $50.00.
- If an External/non-University group fails to cancel a Chapel in less than 30 business days prior to the event date will result in the group being assessed a cancellation fee of $50.00. External/non-University groups that cancel a Chapel reservation less than fourteen (14) business days prior to their event will be charged the full venue rental fee.
- If Event Services receives no notice of cancellation (no-show), the venue rental fee and equipment rental will be charged for Student Organizations, University Departments and external/non-University groups.
- If equipment (non-Production Services equipment) needs to be reduced or cancelled from a reservation, it must be done so no later than two (2) business days prior to the reservation or the full amount of the rental will be charged.
- The above does not include Production Services equipment and labor charges. See the Production Services Guidelines and Information section at the end of this document for production cancellation charges.
- For weddings occurring at a Campus Common Space must be cancelled no later than fourteen (14) business days prior to the event date. Cancellations must be received via email: chapel@vt.edu. If events are not cancelled within fourteen (14) business days, full charges will be billed.

**Parking Information for Event at War Memorial Chapel:**
- All special events on campus that anticipate 50 or more visitors need to call Parking Services at 540.231.3200 to coordinate parking arrangements. This will assist in identifying the most appropriate parking location for visitors and coordinate event-parking permits. This will also help reduce the rate of conflicts with other parking customers on campus.
- Available parking can often be found on the Drillfield, Alumni Mall, in the Squires Lot (College Avenue and Otey Street), or at the University Bookstore (metered lot).
- Parking permits are needed to park on campus until 5pm, Monday through Friday, with the exception of the Drillfield. Parking permits are needed until 8pm on the Drillfield.
- It is recommended that you and your guests contact Parking Services at 540.231.3200 two weeks prior to the event for full details of their rules and regulations.