MARQUETTE UNIVERSITY CHAPEL POLICY
FOR JOAN OF ARC AND CHAPEL OF THE HOLY FAMILY

MARQUETTE UNIVERSITY CAMPUS MINISTRY
What is this place where we are meeting?
Only a house, the earth its floor,
walls and a roof, sheltering people,
windows for light, an open door.
Yet it becomes a body that lives when we are gathered here,
and know our God is near.

Huub Oosterhuis, trans. by David Smith.
The Chapel of the Holy Family and St. Joan of Arc Chapel are administered by Campus Ministry. The chapels are houses of worship.

We are happy to host your group in these sacred spaces. The following policies are set forth to ensure that your event is successful and that the chapels are properly maintained. We ask for your cooperation in following these policies, and we reserve the right to revoke any group’s use of the chapel if these policies are not adhered to.

I General Norms

I.1 For what can the spaces be used?: The Chapel of the Holy Family and St. Joan of Arc Chapel are available for events which have either worship or faith development as their primary focus. Groups whose events are not centered on worship or spiritual formation will be asked to find an alternative location. In order to maintain the integrity of these spaces, Campus Ministry may request to see an outline of your event before confirming your reservation.

I.2 Our chapels are not parishes of the Archdiocese. For that reason, the celebration of sacraments is restricted to Eucharist, Reconciliation, and Anointing of the Sick.

I.3 The chapels are public places of worship and witness. Therefore, all events held in the chapels are also public. Those using the chapels must leave the doors unlocked and refrain from obstructing the windows in any way.

I.4 Although infrequent, Campus Ministry’s responses to events such as campus tragedies take precedence over previously scheduled events. In the case of any unforeseen conflicts, the Director of Campus Ministry will determine the priority of events.

I.5 Is there a fee for using the space?: Groups that do not involve Marquette students, faculty or staff or are not directly affiliated with a university office are asked to consider contributing a donation of at least $75.

I.6 The group will be charged a minimum of $50 if a chapel is found disarranged or damaged (e.g. damage to the carpet, linens, vessels, chairs, or books; the furniture was moved without permission from the director of liturgy).

II Reservations

II.1 Reservation requests for either chapel are made through the Campus Ministry and approved by the Director of Campus Ministry. Please be sure to bring a copy of your confirmation letter to your event.

II.2 All chapel reservations and any changes in reservations should be made a minimum of seven days in advance of the event.
II.3 When using the chapels, we ask you to honor the time of your reservation. In order to respect other reservations and the time of our sacristans, we ask that you begin your event on time and conclude within the time allotted. Generally, reservations are scheduled for no more than three hours, especially recurring events.

III **CHAPEL OF THE HOLY FAMILY (ALUMNI MEMORIAL UNION)**

III.1 Please note that the Chapel of the Holy Family can seat between 130 – 175 people comfortably (depending on the configuration). In compliance with the AMU fire code, it is imperative that the exit doors and aisles in the Chapel and in the narthex remain clear.

III.2 You are permitted to use the sound system in the Chapel of the Holy Family. However, we ask that you respect the instructions listed there and maintain a sound level that does not disrupt other activities in the AMU. The AMU staff can assist with turning the sound system on, but are unavailable to help you with other needs. Please remember to turn off the system by the designated button when you are finished.

III.3 A Campus Ministry sacristan may be requested for Masses or Prayer Services. The sacristan can assist in getting materials ready and finding items needed. Please do not rely upon the sacristan to participate in any of the ministries of the liturgy/service as he/she may be performing other duties during the actual event. At least two weeks are needed to fill a request for a sacristan. Sacristans cannot be guaranteed when classes are not in session and if the Campus Ministry Office is closed.

III.4 If a sacristan is not scheduled and you need entrance to the sacristy, please bring a copy of your confirmation letter to the Alumni Memorial Union (AMU) information desk. Someone will open the sacristy for you. Please do not leave the sacristy open and unattended. Also, please make sure that everything is put away and the door is closed and locked before you leave.

III.5 **Furniture in the Chapel:** We ask that you leave the chapel as you found it. Please note that the altar, ambo (lectern), and piano in the Chapel of the Holy Family are not to be moved under any circumstances. In addition, due to wear and tear on the chapels, we ask that you do not move any other furniture unless you have made special arrangements with Campus Ministry.

III.6 Please make sure that all programs, worship aids, etc., are properly disposed and that the sacristy, chapel, and narthex are tidy and properly secured.
IV SAINT JOAN OF ARC CHAPEL

IV.1 A Campus Ministry sacristan may also be requested for Masses scheduled in St. Joan of Arc Chapel. St. Joan of Arc Chapel must be opened and closed by a Campus Ministry sacristan or Public Safety Officer. If Public Safety is opening, Campus Ministry will work with the reserving group and Public Safety to arrange a pre-determined opening and closing time. A representative of the group must be there at the opening time to meet the Public Safety Officer. When closing, please do not leave the Chapel unattended; wait until Public Safety has arrived to exit the building. Public Safety can be contacted at any time at 414.288.6800.

IV.2 Furniture in the Chapels: We ask that you leave the chapel as you found it. The furniture should not be moved without prior permission from Campus Ministry.

IV.3 Please make sure that all programs, worship aids, etc., are disposed of properly and that the sacristy and chapel are tidy and properly secured.

V MUSIC REQUESTS

V.1 Any groups who wish to have an accompanist or cantor at their event must contact Tom Koester, Director of Music, in Campus Ministry at thomas.koester@mu.edu. At least two weeks are needed to fill requests for musicians. Although we do our best to accommodate each request, we cannot guarantee that all requests will be filled.

V.2 All musicians who play at special Masses and prayer services do so upon request. A stipend of $30 per person is charged for the service these individuals provide. We ask that you bring payment for musicians the day of the prayer service or Mass.

Please note that these policies are subject to revision.
If you have any questions or concerns, please do not hesitate to contact us. Thank you!