



University Chapel Policy

The Student Center Reservations Office is located in room 1115 on the first floor of the Melton Student Center. Staff are available from 7:45 a.m. – 4:45 p.m., Monday through Friday, to answer questions regarding events in the University Chapel.

RESERVATIONS TERMS & CONDITIONS

- Facility requests (requiring no special equipment or personnel) should be submitted at least 15 business days prior to the date of the meeting or event. Requests for events requiring special equipment, personnel, services, or Auburn University Department of Campus Safety and Security, must be submitted at least 30 business days in advance. Requests submitted after these time periods may be declined.
- If your reservation is accepted an agreement will be e-mailed to you. Events without a signed agreement 2 business days prior to the event may be cancelled.
- Requests for changes to the reservation(s) should be made to the Student Center Reservations office 2 business days prior to the event by the individual responsible for the reservation(s).
- Groups should not change room reservations with other groups. Changes to reservations should be made by the Student Center Reservations office.
- Account numbers for billing should be given to the Student Center Reservations office prior to the event. If an incorrect account number is given, the customer will be responsible for requesting the necessary corrections.
- All Campus events are subject to the [Campus Events Policy](#) and the guidelines within. Events meeting certain qualifications will need to be registered in the [Campus Event Planning System](#).
- Events that require registration and approval via the [Campus Event Planning System](#) are subject to cancellation if the event is not submitted or the submission is denied.
- Failure to comply with Harold D. Melton Student Center [policies and procedures](#) may result in termination of meeting privileges. Groups misrepresenting an event may be subject to a fine and/or loss of privileges.
- Reservations requests may be made in person by phone (334-844-1320), by email (reservations@auburn.edu), or in person (room 1115 in the Melton Student Center).
 - Reservations are made on a first come, first serve basis. Tentative Series reservations (“blanket booking”) are not allowed.
- Harold D. Melton Student Center reserves the right to require security at certain events.

CANCELLATIONS

All cancellations requiring a refund must be submitted to the Student Center Reservations office in writing at least 30 days prior to the event date to receive a partial refund. A \$25 processing fee will be deducted from your refund. Cancellation letters must be from the person who made the payment and reservation and must include the requestor’s name and home address.

Other reservations cancellations must be made 2 business days in advance of the event. Customers failing to cancel an event with the Student Center Reservations Office will be charged a no-show fee and/or room fee. Customers who cancel within 2 business days will incur a late cancellation fee.

DECORATIONS & DAMAGES POLICY

Decorations used within the University Chapel should be free standing. Decorations should not be left in the space when the event is over. Decorations left in the space may incur a removal fee. If you are using a third-party vendor for decorations, please work with them to determine the best time for deliveries and pick-ups. University Chapel customers are responsible for opening the chapel for vendors.



DECORATIONS & DAMAGES POLICY (CONTINUED)

Prohibited Items and Actions

- Tape, nails, glue or other adhesive material meant to affix signs and/or decorations to walls, doors, and other flat surfaces
- Glitter/confetti
- Open Flames (candles, pyrotechnics, etc.)
- Sand
- Water pools
- Food and beverages
- Moving and/or altering furniture, fixtures, and banners present in the University Chapel
- Placing items in or on the organ console

UNIVERSITY CHAPEL ACCESSA key for the chapel and the organ may be obtained on the day of your reservation (for weekend events you may pick up the key on Friday) from the Student Center Reservations Office – Room 1115 in the Melton Student Center during regular business hours (Monday through Friday, 7:45 am to 4:45 pm). Keys should be returned during normal business hours to the Student Center Reservations Office within 1 business day after the event.

A refundable \$20 deposit for the chapel door key and a refundable \$10.00 deposit for the organ key should be paid by check or cash prior to obtaining the key(s).

- Deposits may be rolled from event to event in a single semester. **Deposits will not be held for more than one semester.** Customers may also pick-up deposits after each event and bring a new deposit before the start of their next event.

PAYMENT

Payment for meetings or events sponsored by university departments or registered student organizations is due before the event. Payment must be made by the sponsoring organization or a university department. Non-profit and commercial organizations are required to pay for reservations in advance.

For your convenience we accept payment by university fund organization expenditure payment (FOAP) account number, cash, check or credit card (Visa, MasterCard, Discover Card, and American Express).

Departments or organizations with past due invoices will not be allowed to hold future events until all delinquent amounts are paid in full, with the possibility of canceling existing events.

PARKING

Parking in the Chapel parking lot is by permit only. Questions regarding parking should be directed to the Auburn University Parking Services, (334) 844-4143 or <http://www.auburn.edu/parking>. Metered parking is also available on Thach and College streets.