



Interfaith Chapel Reservation Policy

Welcome to the Interfaith Chapel,

The Interfaith Chapel serves primarily as a place of worship, meditation and quiet prayer and may be used for other activities consistent with its primary purpose. Other events will only be scheduled when they do not conflict with the needs of our Interfaith Chapel communities. When holding events at the Chapel we ask you to be considered of your surroundings as many different groups use the space, often meeting at the same time in various parts of the building.

Space in the Chapel is limited. Please be advised that a request for space is not a guarantee. An event may be declined if space is not available. Please consider several date and time options maximize opportunities for accommodation. If your event is cancelled, please contact the Interfaith Chapel immediately to cancel your reservation.

To request space in the Chapel please use our online reservation form.

You will get feedback within 24hrs for requests submitted Monday – Friday, and for requests submitted on weekends and holidays we will get back to you next business day. If requested space and date is available reservation contract will be sent via email for your review and signature.

Events can be scheduled outside of business hours, however they are subject to event staff availability and additional staffing fees will apply.

*Events held in the Chapel are normally considered to be open to the public; no admission is to be charged. Fundraising events may **not** be held in the Chapel. Exceptions will be made at the discretion of the Chapel Director.*

Disability Accommodations:

- Wheelchair spaces and companion seating are available in the Sanctuary.
- The sanctuary is equipped with a hearing loop assistive listening system.
- Restrooms are located on the Middle Level of the Chapel and are accessible by elevator.
- Our building is air-conditioned.

Parking:

When parking on weekdays between 7 a.m. and 7 p.m. please stop at the River Campus Information Booth on Wilson Blvd. to purchase a parking permit or you may park at the meters.

Campus and metered parking are free after 7pm weekdays and on Saturday and Sunday only. Weekday events involving outside community are discouraged due to limited parking and fees.

For more information please contact parking office at (585) 275-3983.

Furniture setup/reset and housekeeping:

http://www.facilities.rochester.edu/service_requests.html or by calling 273-4567

Furniture Setup/reset details, Kim Taylor: 276-4160, ktaylor@facilities.rochester.edu

Audio-Visual equipment and technical support:

Please contact Event and Classroom Management, 275-4111 ecm@rochester.edu

Only Chapel authorized staff or Event and Classroom Management staff will be allowed to use Chapel's sound systems.

Caterers:

Due to tightening rules and regulations regarding food preparation and handling, please refer to the guidelines and list of approved caterers to University's Environmental Health & Safety website at:

<https://www.safety.rochester.edu/sanit/cateringsuppliers.html>

Food from an unauthorized caterer is not allowed at the University.

Use of Candles:

Candles may only be used during religious worship when such worship is led by a recognized and chapel affiliated religious leader. Eucharistic candles, unity candles for weddings, Shabbat candles and havdalah candles are permitted under the supervision of Interfaith Chapel chaplains or religious leaders. Oil lamps and incense sticks may be used for religious rituals under the supervision of a recognized and chapel affiliated religious group leader.

Other rules:

Alcohol and Smoking is NOT permitted in and around the Interfaith Chapel.

Children attending events at the Chapel must be under adult supervision at all times.

The Interfaith Chapel is not responsible for items left behind and unattended. Please designate someone from your group to collect your belongings at the conclusion of your event (decorations, programs etc.). Due to limited space, your items cannot be stored overnight.

Please come prepared with your own supplies. Out of consideration for the Chapel staff, we ask not to use their offices, equipment or telephones.

DO NOT AFFIX ADVERTISING OR SIGNS TO ANY WOOD OR GLASS SURFACE**Reservation by UR Students for UR related functions**

Rooms can be requested using our online reservation form.

UR students and student organizations will not be charged for the use of the Chapel rooms for events held during Chapel business hours. However it is expected that the rooms are left clean and in default setting following each use.

For events large in attendance, needing other than room default setting, open to the public and / or serving food please follow the Event Registration process found on the Office of the Dean of Students website: http://www.rochester.edu/college/wcsa/events/event_registration.html

The reserving group is responsible for coordinating all support services such as furniture setup, reset, housekeeping after event, as well as media, parking, caterers, etc. and paying for any cost associated with their event. Your reservation will remain tentative status until work order confirmation those arrangements is provided to Chapel Reservations Coordinator. Please plan accordingly, Facilities and ECM requires at least two weeks' notice. Chapel reserve the right to cancel your reservation in case those arrangements are not made in a timely manner.

Your reservation will remain in tentative status until a confirmation of those arrangements is provided to Chapel Reservations Coordinator.

Reservation by UR Departments for UR related functions

Rooms can be requested using our online reservation form.

It is expected that the rooms are left clean and in default setting following each use.

- Charges for the use of Interfaith Chapel rooms are determined by room reserved, day of the week, length of your reservation and Chapel equipment used, tables (\$5 each), chairs (\$1 each), easels (\$7each)
- Reserving department is responsible for coordinating all support services such as furniture setup, reset, housekeeping after your event, as well as media, parking, caterers, etc. and paying for any fees associated with their event. Should you need assistance in planning and execution of your event you may contact Event and Classroom Management Office for assistance.
- A work order number confirming arrangements with Facilities will need to be provided to the Chapel no later than 1 week before your event.

Reservations for Non-UR related functions

Rooms can be requested using our online reservation form.

Once desire date is available and all the details of the reservation are provided, room reservation contract will sent to for review and signature.

Depending on the size and needs of your event, your event maybe either handled by Chapel staff or you may be referred to the Event and Classroom Management, 275-4111 ecm@rochester.edu

When rooms are reserved for non-UR related events, the Chapel Event Coordinator or ECM Event Manager will be present in the building.

Chapel Fees for non-UR related functions.

Room		Fees	
Sanctuary – in default setting with 190 chairs (basic housekeeping included)		\$725	(Up to 4 hrs.) Monday - Thursday
Sanctuary – in other then default setting (up to 500)- set up, re-set & housekeeping included		~ \$2000	(Up to 4 hrs.) Friday - Sunday
River Level - set up, re-set & cleaning included Theater style seating capacity - 250 Reception style seating capacity -180		~ \$725	(Up to 4 hrs.) Monday - Thursday
		~ \$2000	(Up to 4 hrs.) Friday - Sunday
Brennan Room (40) Lounge setting - used as is (housekeeping extra)		\$150.00	(Up to 4hrs)
Events	Affiliated (Up to 3hrs)	None Affiliated (Up to 3hrs)	
Sanctuary – Wedding	\$625.00 (\$175.00 deposit)	\$725	(\$175.00 deposit)
Sanctuary - Memorial Service -with 190 chairs	\$225.00	\$325	
Sanctuary - Special Events in default setting with 190 chairs, Housekeeping service and special setup /reset - extra fee, pending time and day of week.	\$200.00/hr.	\$250/hr.	

Please make checks payable to: U of R Interfaith Chapel and send to Chapel address by the date indicated in your contract.

University of Rochester Interfaith Chapel
1045 Wilson Blvd.
Box 270501
Rochester, NY 14627

Reservation for Memorial Service

A reservation can be requested using our online reservation form.

The Interfaith Chapel is available for memorial services; **funerals are not held in the Chapel.**

Services (including outside community) are discouraged Monday through Friday, between 8 a.m. and 7 p.m. due to limited parking on campus.

Metered parking on Wilson Blvd. and parking in the River Campus parking lots is free after 7 p.m. weekdays and all day on weekends. For more information about parking please contact parking office at (585) 275-3983.

The fee for the use of the Sanctuary for Memorial Services is:

- \$225.00 for UR affiliated (alumni, students, staff and their children and grandchildren)
- \$325.00 for outside community

This fee includes the use of the Sanctuary for up to 3 hours and assistance of Chapel Event Coordinator. Payments should be made to the order of "UR Interfaith Chapel" and send to our address no later than 1 week before your scheduled event.

Set-up, Furniture and Accessories: The Sanctuary is setup with 200 chairs. On the podium there is a large lectern and oval altar table. If you would like to move the altar table and the lectern from the podium, please make arrangements with the Chapel Reservations Coordinator well in advance and additional fees will be added.

Audio: There are three microphones available to use: lapel, hand held and gooseneck. Additional equipment and assistance can be arranged through University Event and Classroom Management Office at x52333 and additional charges will apply. Chapel will make those arrangements for non – UR community members. UR Departments will be asked to make those arrangements directly with ECM.

Disability Accommodations: The Sanctuary is wheelchair accessible and is equipped with a hearing loop assistive listening system. The restrooms are located on the Middle and River Levels and are accessible by the elevator.

Music and Musicians: If you would like to use University organist from the Eastman School of Music, please contact Eastman School of Music Organ Department. The organist fees are payable directly to him before your event. In addition to the organ, a baby grand piano is also available. You are welcome to provide your own musicians.

Flowers: Flowers may be placed in the Narthex/ Lobby and on dais in the Sanctuary. Please do not place flowers on the organ or piano. Deliveries should be made the day of and 1 hr before the service.

Guest Books: Guest books may be placed on one of the tables in the lobby near the Sanctuary doors (Chapel do not provide the books).

Security: In the event that you may need security services, please contact Public Safety at (585) 275-3333.

Parking: Weekday parking on the River Campus is very limited.

Weekday services between 8 a.m. and 5 p.m. are discouraged. due to limited parking on campus.

Parking tags may be purchased at the Information Booth on Wilson Blvd. for limited assigned parking. For more information about the parking please contact parking office at (585) 275-3983.

Weekend shuttle service may be arranged from outlying parking areas through the Chapel no later than two weeks before your event. The charges for the shuttle begin at \$220 for 2 hrs.

Please note: Those who have difficulty walking should be dropped off in front of the Chapel.

Parking on the River Campus is free after 7 p.m. weekdays and all day on weekends.

Smoking: In accordance with the Monroe County Department of Health and the University of Rochester Fire Marshall, there is no smoking in and around the Chapel.

Receptions: Please take note of the following information if a reception is to be held at the Chapel after the service. Reception rooms can be reserved for additional fees and according to their availability.

Room/Capacity	Equipment	Charges
Brennan Room 50 Standing/ seated 35 - 40 Use as is	Casual setting: <ul style="list-style-type: none">• Baby Grand Piano• lounge furniture• 25 chairs• buffet table	\$150.00 (cleaning and reset not included)

River Room 300 standing / 225 theater style/ 150 - 180 reception style with round tables	Baby Grand Piano, catering kitchen, chairs, <ul style="list-style-type: none"> • 6 - 8ft buffet tables • up to 15 large round tables 	Monday - Thursday \$475 (evenings only) Friday evenings – Sunday ~ \$1800 (Setup/reset and cleaning included)
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Charges for the River Level room include set-up to your (or your caterer's) specifications, clean up and re-set to room's original setting.

Caterers: Food from an unauthorized caterer is not allowed at the University

UR Approved Caterers are listed below. Alcohol is not allowed in or around the Interfaith Chapel.

University of Rochester approved caterers:

Lorraine's Food Factory
777 Culver Road
Rochester, NY 14609
(585) 442-6574

Dinosaur Bar-B-Que
99 Court Street
Rochester, NY 14604
(585) 325-9127

J R Special Events
1100 S. Goodman Street
Rochester, NY 14620
(585) 271-3108

Plunkett's Fabulous Foods
Jefferson Road
Rochester, NY 14623
(585) 427-2740

Formula One Catering
1477 South Avenue
Rochester, NY 14620
(585) 442-5066

Sarkis Catering
201 Glide Street
Rochester, NY 14611
(585) 436-8570

Gathering Catering Company
99 South Main Street
Churchville, NY 14428
(585) 293-2840

Tasteful Connections, Inc.
1 Whipple Lane
Rochester, NY 14622
(585) 467-4400

Meliora Catering
River Campus
735 Library Road
Rochester, NY 14627
(585) 275-7687

Hill, LLC
3500 East Avenue
Rochester, NY 14618
(585) 385-3537

For the most up-to-date list of approved caterers, please see:

<https://www.safety.rochester.edu/sanit/cateringsuppliers.html>

Last Updated 8/2/18