

Episcopal Church Center
University of Miami
Chapel of the Venerable Bede
Phone 305-284-2333 • Fax: 305-284-1543
www.umchapel.org

Use of Space Agreement

As a University chapel, the Episcopal Church Center seeks to serve the students and the entire University of Miami community. One way in which we serve students is by allowing them to use our chapel space for appropriate activities, including recitals, concerts, rehearsals, and lectures.

The Episcopal Church Center normally allows students and other members of the University of Miami community to use our facilities free of charge. However, we do wish to protect ourselves from expenses which can occur due to negligence or damages caused during the use of our facilities. For this reason, we do require the following of those using the chapel, patio, kitchen, library, or other Episcopal Church Center (ECC) facility:

1. A deposit in amount of \$100.00 is to be left with the Chapel Business Manager by the time the Chapel keys are picked up.
2. If admission is being charged for you event. The Vestry of the Chapel has asked that your group contribute 10% of your NET proceeds towards the Chapel to assist with the Student Ministry at the University. Initial here if Event is free of charge ___ or you are Charging \$___ for Admission _____.
3. Those using the chapel agree to restore all moveable chairs and other moveable furniture to the positions they were originally found in. If the chapel is not restored to its original state, thereby requiring the ECC staff to put things back in order, then the \$100.00 will be forfeited and will be deposited by the ECC.
4. Those using the chapel agree to return the keys in a timely manner so that others can have the benefit of using the chapel space.
5. Those using the chapel and other ECC facilities agree to pay for the repair of any and all damages that occur during the time they use the chapel. This includes damages to the furnishings, the carpet, the organ, windows, walls, piano, baptismal font, kitchen appliances, or any other ECC property. If the cost of repair is \$100.00 or less, then the appropriate amount will be deducted from the deposit. If the cost exceeds \$100.00, the user of the chapel or other ECC facility agrees to reimburse the ECC for any additional costs.
6. The air conditioner in the chapel should NEVER be set lower than 72 degrees Fahrenheit. If the air conditioner is set at too low a temperature for an extended period of time the air conditioner freezes and floods the Chaplain's office. The cost of servicing the air conditioner and any costs for replacing floor tiles or otherwise repairing the floor in the Chaplain's office will be paid by the user of the chapel.
7. Procedures for Frost School of Music students wishing to schedule a degree recital at the Bede. 1 - Reserve date with the Bede (Recitals must be performed between the first and last day of classes in fall and spring semesters.) 2 - Obtain "Request for Recital Date Form" in the Gusman Hall Concert Hall Office. 3 - Obtain Studio Teacher's Signature. 4 - Confirm date with the Bede. 5 - Return completed form to the Gusman Hall Concert Hall Office.

I have read and agree to the above conditions:

Signed: _____ Print Name: _____

Date / Time of Event:

Coordinator Telephone / Email / Address

Description of Event (for website listing):