GUIDELINES

for the

St. John Francis Regis Chapel

3333 Regis Blvd., Denver, CO 80221 Ph. 303-458-4115 Fax 303-964-5530 Email: Susan Arbo at sarbo@regis.edu Web: www.regis.edu/chapelpolicy

The St. John Francis Regis Chapel is administered by the University Ministry Department of Regis University. It is a facility for the use of the University and its associates. Use of the chapel is scheduled through, and is at the discretion of, the University Ministry Department. The chapel is a house of worship and should be maintained as such. Regis is not a parish; it falls under the canonical jurisdiction of St. Catherine of Siena Parish and follows the policies and guidelines for the Archdiocese of Denver.

ELIGIBILITY FOR CHAPEL USE

Regis University community members will be permitted to use the Chapel. Regis University community members are generally limited to the University Ministry Office, current students, alumni, faculty, staff, members of the regular Sunday worshiping community, Trustees, and members of the Missouri Province of Jesuits and their families.

SCHEDULING THE CHAPEL

- All liturgical events must be cleared and scheduled by the Chapel Manager in the Office
 of University Ministry. In the absence of that person, the Director of University Ministry
 may be contacted.
- In order to reserve the chapel, the Chapel Request Form must be filled out with all of the appropriate information. No event will be confirmed in the chapel until the sponsoring party has completed the request form and is approved by the Chapel Manager or the Director of University Ministry (Please see additional chapel use information for wedding policies).
- Chapel events for non-Regis University community members in situations of pastoral need, as approved by the Director of University Ministry in consultation with the Archdiocese of Denver, will be scheduled based on pastoral need and chapel availability. These events are subject to a \$200 charge based on staffing needs. The chapel rental fee is due with this form in order to officially reserve the space.
- If you have not received confirmation of your scheduled event within three weeks of completing the request form and delivering your deposit (when appropriate), please contact the Office of University Ministry at 303-458-4153.

APPORIATE USE OF THE CHAPEL

- In general, funeral or memorial services are done at a local parish church, however, requests for funeral or memorial services will be considered by University Ministry.
- Non-liturgical activities (e.g., sacred concerts, group visits, Catholic studies or Faith/Justice lectures, spiritual conferences, readings and liturgical arts presentations, etc.) will be scheduled based upon the criteria of appropriateness for sacred space, value to the University or larger community, and significance for furthering the mission of the University.

SACRAMENTS

- Regis is not a parish of the Archdiocese of Denver; therefore Sacraments of Baptism and Confirmation are not conferred at this chapel. The Sacraments of Initiation are conferred and recorded, according the guidelines of the Archdioceses of Denver, in a parish.
- The Sacraments of Eucharist, Reconciliation, Marriage and the Sacrament of the Sick are Sacraments celebrated in the chapel. St. John Francis Regis Chapel follows the policies and guidelines for the Archdiocese of Denver related to sacramental preparation and recording.
- Vessels that serve as receptacles for the Eucharist, such as a chalice, paten, ciborium, pyx, monstrance, etc., are blessed and may not be used in a non-Roman Catholic worship service. All liturgical supplies including vessels, vestments, sacramentary, lectionary, etc., or any other furnishings that have a liturgical use or are in any other way introduced during the Roman Catholic liturgy, may not be used in a non-Roman Catholic worship service. (Non- Catholic Clergy are reminded to bring their own vestments and supplies for their worship service.)
- Anglican, Protestant, Ecumenical, Interfaith services, and services of other particular denominations or traditions are permitted in the specific areas of the Chapel. Vestments are provided for the Catholic Liturgy. Liturgical vestments and supplies used for non-Catholic liturgies are generally not provided. Those supplies that are available to non-Catholic clergy, [e.g., candles, incense, bibles, etc.] are clearly marked.

DECORATIONS

The church will already be decorated in accordance with the Church calendar, and these decorations must be left in place.

- Any rearrangement of furniture or liturgical decorations in the chapel must have approval prior to your event and must be moved by the University Ministry Staff. Please do not attempt to move any chairs within the sanctuary, the altar, ambo, or any musical equipment. In addition, bringing in additional furniture is not permissible.
- All additional decorations must be removed immediately after the event and the space must be left as it was found.

• No decorative items (e.g., unity candle, flower arrangements, bows or ribbon) should be placed on the altar.

MUSIC GUIDELINES:.

The music during the celebration must be sacred, that is, expressing faith. All decisions regarding the appropriateness of the musicians, instruments, and songs are to be made in consultation with the office of University Ministry.

ADDITIONAL EQUIPMENT

Any additional equipment (microphones, audio/visual, etc. exclusive of the Chapel facility) is the full responsibility of the sponsoring party. These items must be in line with the dignity of the worship space and must receive prior approval from the Chapel Manager before use.

PHOTOGRAPHY

Photographs and video cameras are permitted. The photographers or videotape operators are to be discreet in their work, and should not move around the sanctuary or on the altar. In addition they may not place their supplies on the altar.

THE DAY OF YOUR EVENT

- The church is a sacred place where people gather to worship God and invoke His blessing. Therefore, an attitude of respect and reverence is appropriate at all times during the rehearsal, and before, during and after the ceremony. **NO DRUGS OR ALCOHOL** are permitted on the premises. A violation of this policy will result in the cancellation of your event (even on the day of your event). In addition, to ensure that the worshiping space is kept sacred, no food or drinks are permitted in the worshiping spaces. **Food and drink should be kept ONLY in the kitchen or Narthex area**.
- All spaces, including the meeting room, sanctuary, altar, narthex, side chapel, and the grounds outside of the chapel, are to be left in the same condition in which they were found. Regis cannot be liable for items lost or stolen.

GATHERING/RECEPTIONS

Again, the church is a sacred place where people gather to worship God and invoke His blessing. Therefore, an attitude of respect and reverence is appropriate at all times during the rehearsal, and before, during and after the ceremony or service.

To ensure that the worshiping space is kept sacred, no food or drinks are permitted in the
worshiping spaces. Food and drink should be kept ONLY in the kitchen or Narthex
area.

- Small receptions and gatherings will be permitted in the Narthex area. NO DRUGS OR ALCOHOL are permitted on the premises. The Narthex area can comfortably hold 60 people. The office of University Ministry provides no more than three tables to host food and drink. Please keep food offered to small "finger foods" such as appetizers or desserts. In general, in order to protect the chapel flooring, no chairs or tables to sit and eat, are provided.
- Due to the large amount of events scheduled in the chapel and outside courtyard, please be prepared to end your event by your confirmed use of time scheduled in the chapel.
- The office of University Ministry is responsible for scheduling events in the outside courtyard of the chapel. Again, **NO DRUGS OR ALCOHOL** are permitted. No more than three round and 2 rectangle tables are provided to host food and drink. In general, in order to protect the masonry work, no chairs or tables to sit and eat are provided. Please keep food offered to small "finger foods" such as appetizers or desserts.

Any exceptions to these policies will be made by the Chapel Manager or Director of University Ministry on an individual basis.

<u>St. John Francis Regis Chapel Request Form</u> Regis University, University Ministry, 3333 Regis Blvd. J-4, Denver, CO 80221 303-458-4115 (office) 303-964-5530 (fax)

	NFORMATION the Event:						
	vent:						
Time of E	vent: Beginning	Ending	Will Ther	e Be a Mass? Yes	s No	·	
Expected A	Attendance:	Cars:	Sp	ecial Parking Rec	quirements:		
	CT INFORMATION Relation to the		?				
Event Con	tact Person:						
Email Ado	lress:			Phone:			
Mailing A	ddress:						
RECEPT The Narth or Alcohol	ION/GATHERING or outside cour lare permitted on hese areas for a re Narthex area_	NG tyard areas a the premises ception.	are used for s. Please b	(please contact Media Se small gatherings	after your of the guide	event. No Elines and po	Orug
Expected a	attendance for rece	eption					
Who is car	tering the reception	n:					
Catering C	Contact Informatio	n:Phor	ne		Email		
	this, you acknow y Regis University	•	ou have rea	d and agree to co	mply by the	e chapel pol	icies
				Chapel Manager		Date	_
Signature	Date			Director of University	ity Ministry	Date	_
	For office use onl			Confirmatio	on Letter		