

CAMPUS CHAPEL



BUILDING USE AND POLICY



building uses + fees

The Campus Chapel welcomes the use of its building facility for external events. A minimal fee is required in order to cover building maintainance and staffing needs. Regular Chapel attendees are not asked to adhere to fees for their events.

If you're interested in reserving space at the Chapel or want to inquire after the availability of the Chapel for your next event, please contact the Chapel office and we will be happy to answer any questions.



Wedding Ceremony	\$400
Reception	\$100



Music Recital	\$100
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Celebration	\$100
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Group Event	\$100
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weddings

Campus Chapel provides an excellent setting for a small- to medium-sized wedding with seating for up to 125 guests. The building fee includes use of the sanctuary for a wedding rehearsal and ceremony, as well as a staff person to assist in the ceremony setup, manage sound, and provide support in whatever building needs are desired.

In addition, the Chapel is happy to offer the fellowship area in the basement of the Chapel as a venue for wedding receptions. The reception fee includes use of the Chapel's full service kitchen as well as folding tables and chairs.

\$400 for wedding ceremony and rehearsal

A non-refundable sum of \$100 is asked as a deposit to reserve the building one month prior to the wedding ceremony. The remainder of the payment is required by the day of the wedding.

\$100 for reception to be held at the Chapel

\$50 for use of the Chapel organ

\$265 for premarital counseling with pastor

includes 5 sessions with the Campus Chapel pastor



music recitals

The Chapel is a perfect venue for music recitals. The building fee covers use of the baby grand piano in the sanctuary as well as space rental for the recital and a rehearsal prior to the event. The Chapel is happy to offer the use of its kitchen as well as a staging area for snacks and refreshments.

If you have any special needs to host your event, please let us know and we will do our best to meet them if we can.

\$100 for music recital

Includes rental of building for dress rehearsal for event.

\$50 for use of the Chapel organ



celebrations

Whether desired as a location for a family reunion, graduation party, or some other celebratory event, the chapel is an ideal site to host events. Conveniently located just east of University of Michigan's Central Campus, it provides ample space and amenities to host any occasion.



group rentals

Whatever your need, the Chapel is happy to make it's building available. If you have any questions please contact us or visit us at 1236 Washtenaw Ct.

building policy

decorations

The Chapel will remove any liturgical banners that might be hanging in the sanctuary. If you would like to use a banner, we can help you hang it. Please observe the following guidelines:

No nails or other devices for hanging decorations may be pounded into the walls or supports.

Decorations are not allowed on the cross, the baptismal font, the pulpit, or the communion table.

Candles may be used, but a protective covering should be placed on the floor beneath any candles.

No glitter or other materials that are difficult to clean up are allowed in any part of the Chapel.

Chair (aisle) decorations must be attached with ribbons, rubber bands, string or elastic cord. No tape, florist's clay, staples, etc. may be used on the wood furniture.

Use of extension or high step ladders to hang decorations is prohibited; however, we are able to hang certain items from the rafters. Please consult with the Chapel staff if hung decorations are desired.

For all other needs please consult with the Chapel staff before moving furniture or hanging decorations.

building policy

miscellaneous

All beverages must be non-alcoholic and must be served downstairs in our fellowship room or outside on the front lawn. Folding tables and chairs are available for use.

Please do not move or alter the piano in any way without prior permission from the Chapel. Unauthorized moving of the piano will automatically result in a \$100 charge for piano tuning.

The Chapel also has an audio system with CD player, lavalier microphones, and floor microphones.

In the event of a wedding, birdseed or rose petals can be thrown outside after the ceremony. No rice may be thrown as it is a hazard to birds and is difficult to clean up.

Smoking is not allowed in the Chapel building.

Children must be supervised at all times.

All events must conclude no later than 9pm on a Saturday.

If you have any additional questions, please contact the Chapel office.

email: office@campuschapel.org

phone: 734. 668.7421

amenities

seating in sanctuary for 125 people.

folding chairs and tables for 60 people.

full-service kitchen including:

- gas oven and stove

- microwave

- full size refrigerator for food storage

- dishwasher

pipe organ

baby grand piano

audio system with CD player, lavalier microphones, and floor microphones



parking

There are four parking spaces behind the Chapel that are available during time of rental. Other parking is available on Washtenaw Ct. (metered) and in the Church Street parking structure behind the Chapel. Parking in the Church St. structure is free on evenings after 6 pm and on Sundays. Permits for parking at other times can be obtained by arrangement with the University of Michigan Parking Services 734.764.8291. A City of Ann Arbor parking structure is also available two blocks south of the Chapel on Church st.



VISIT US...

1236 Washtenaw Ct
[just east of Central Campus]

reservations

To reserve space at the Chapel, please fill out our building reservation form and return it to the Chapel office. The form can be downloaded from our website at http://www.campuschapel.org/?page_id=279.

If you have any scheduling questions or wish to inquire after the availability of the Chapel building please contact the Chapel office.

email: office@campuschapel.org

phone: 734. 668.7421

