Student Organization Use Policy for  
HOLT CHAPEL

Faculty, staff and students will be responsible for insuring that the Holt Chapel policies are enforced and that Holt Chapel facilities are not abused or damaged. By reading the policy below and signing this document, you accept all responsibility for enforcing this policy with your organization.

1. Food, alcohol and tobacco products
   a. No food or drinks are allowed in the top floor of the Chapel. Meals/food may be served only downstairs in the fellowship hall.
   b. Alcohol and tobacco are not allowed anywhere in the building, except wine for religious ceremonies.

2. Tape, push pins, nails or any materials that will deface the walls are not permitted. At no time is it permissible to put paper or tape over the smoke detectors. Your group may not hang material or paper to cover the windows or from the ceiling in any room including the restrooms.

3. Candles are permitted with the following restrictions. Precautions must be made to avoid spilling wax. Be especially careful not to spill wax on the carpet!
   a. Candles placed on a table must be in a glass container, securely placed and with protection for the table top.
   b. Candles may be held by individuals during ceremonies only if the candle has a drip cup attached.
   c. Candles may NOT be placed on the piano or near the piano.
   d. Candles should never be left unattended.

4. Pulpit furniture (lectern and two chairs) has standard locations in the Chancel. If your program requires removal of the pulpit furniture, please store it temporarily to the small room under the exit sign. All furniture must be returned to its standard location upon completion of your event.

5. Downstairs: Please feel free to arrange the tables and chairs according to the needs of your event or program.
   a. Tables and chairs should not be removed from the fellowship hall.
   b. Following your program, return chairs neatly to the storage area near the kitchen.
   c. Do not move the benches beneath the south windows.
   d. Do not sit in the window casements.
   e. Same policy regarding candles (#3 above) applies downstairs as well.
   f. Do not place or leave any items in a location which blocks an exit.

6. No pets (except guide dogs), bicycles, rollerblades or skateboards are allowed in the facility.
7. Use of the piano: The baby grand piano in Holt Chapel remains locked. Keys for the piano will be issued by the Truitt Center Professional Staff and a key agreement must be signed. The piano may NOT be moved from its present location.

8. Trash and recyclables should be placed in proper receptacles.

9. Some student organizations store books, equipment, food and beverages in Holt Chapel facilities. Do not use these items without advance permission from the Truitt Center.

10. Damage to Holt Chapel and any extraordinary cleaning charges will be the responsibility of the organization or persons using the space. Any violation of these guidelines may result in forfeiture of future use of the facility.

This form is valid for the duration of the semester in which it is signed.

Name of Organization: ________________________________

Circle: Fall/Winter Spring/Summer Year: ________________

Student Leader accepting responsibility:

Print: ________________________________ Phone: __________________

Signature: ________________________________ Date: __________________

Advisor of Organization:

Print: ________________________________ Phone: __________________

Signature: ________________________________ Date: __________________

In case of an emergency during evening or weekend hours, please contact Elon Security at 278-5555.

For further clarification concerning the Holt Chapel policies feel free to call the Truitt Center staff at 336-278-7729 or e-mail Phil Smith, Associate University Chaplain, psmith19@elon.edu

TRUITT CENTER
for Religious & Spiritual Life
ELON UNIVERSITY