

Princeton Theological Seminary
Miller Chapel/Scheide Hall
Building Use Policy

1. Scheduling: Use of Miller Chapel and Scheide Hall is scheduled through the seminary chapel office. *Note*: Student organizations *must* clear the requested date with the seminary master calendar (Housing Office) *before* reserving Miller Chapel or Scheide Hall.
Note: if for any reason the facility is locked upon your arrival please call campus security (497-7777 or simply pick up a red campus emergency phone and ask for a security officer to come and let you in.
2. Authorized Use:
 - A. Miller Chapel and Scheide Hall are available for use for Seminary sponsored events (Seminary Saturday, Continuing Education, Alumni events, Seminary sponsored lectures) and for seminary student organizations. Seminary sponsored events have priority in scheduling the use of the facilities.
 - B. Preaching and other classes may be scheduled in Miller Chapel or Scheide Hall on an *ad hoc* basis.
 - C. Miller Chapel may be used by groups and for activities that are congruent with the Seminary's ecclesial identity and educational mission. Examples include presbytery-related events, church retreats, lectures and concerts. Permission for building use by non-seminary groups is granted by the minister of the chapel.
3. Certificate of Liability: Any outside organization using Miller Chapel or Scheide Hall must obtain a Certificate of Liability from their insurance company. The Certificate of Liability should include the following clause: "The Trustees of Princeton Theological Seminary, their officers, employees and agents as additional insured." The requested date will not be confirmed until a Certificate of Liability is on file in the chapel office.
4. Offerings and Charges: It is the policy of the seminary that no charges may be made or tickets sold by the sponsoring group. No free will offerings will be allowed and advertised in advance unless approved by the Minister of the Chapel (or, in the case of a music event, by the Director of Music).
5. Media Services: The Chapel office does not make media services arrangements or provide sound technicians. You must make those arrangements separately with Educational Media after you receive confirmation of your building use request.
Please note: The Educational Media department does not normally provide media services (sound systems, recording, etc.) in Scheide Hall/Grambrell Rm. from Friday afternoons through Sunday evenings (weekends).
6. Personnel and Secretarial Services: The Chapel Office does not normally provide ushers or print service bulletins for events.
7. Furniture and Fixtures: Chapel furniture and fixtures may not be moved, and no decorations may be added, without prior, written permission by the minister of the chapel.
8. Musical Instruments:
 - A. The Director of Music must approve all use of the musical instruments in the chapel.
 - A. Because the piano is locked, prior permission for its use is required by the Director of Music in order to arrange for its use. The piano may not be moved except with the Director's permission.
9. Catering: Any and all food service arrangements are made through ARAMARK, the seminary's food service provider. Since there are specified times during the academic calendar when event catering is available, it is prudent to inquire about availability before reserving room use.
10. Eucharist: According to Seminary policy, and in accordance with the polity of the Presbyterian Church (USA), celebration of the Eucharist on the seminary campus requires the authorization of the Chapel Committee. In conformity with PC(USA) polity, participation must be open to all baptized members of Christ's body.
11. Building Use Fee: For outside groups using Miller Chapel or Scheide Hall the fee for a one-day event is \$100. The fee for a two-day event (a rehearsal and a performance, a rehearsal and a wedding, or a two-day performance) is \$200. The building use reservation will not be guaranteed until all fees are received by the Chapel Office (usually within 10 days after receipt of the Building Use Confirmation Notice).
12. Annual Review: The chapel committee, on an annual basis, reviews all requests for regular use of the chapel by campus groups.