



AMERICAN UNIVERSITY
W A S H I N G T O N , D C

EMAIL: KSLC@AMERICAN.EDU

KAY SPIRITUAL LIFE CENTER

REQUEST FOR USE OF KAY SPIRITUAL LIFE CENTER: SERVICES

Contact

Requestor's Name _____
 Street Address _____ Date _____
 City/ State/ Zip _____ Phone _____
 Email Address _____ Fax _____
 Relationship of Requestor to American University _____
 (Student, Alumni, Faculty, Staff, etc.)

Event

Nature of Event Wedding Bar/ Bat Mitzvah Baptism Other _____
 Date of Event _____ Actual Starting/ Ending Times _____
 Time Needed _____ Rehearsal Date and Times _____
 (including set-up and clean-up) (if applicable)

Service Details

Persons involved in service and their roles (e.g. Clergy, Bride, etc.) _____

 Nature of Service:
 Jewish Protestant
 Roman Catholic Interfaith
 Other (specify) _____

List any special arrangements that need to be made. (Please note: there may be additional costs for use of Audio Visual equipment. Also, please contact the Hillel office, x3322, for use of the Ark, Torah scroll, and other Jewish ritual items.)

Signature

I have read the provisions on the back of this form and agree to comply with them. I understand that my reservation is not confirmed until I receive a copy of this form approved by the Kay Spiritual Life Center Operations Administrator.

 Signature Date

Kay Center Office Use Only

- Approved
- Denied

 Kay Center Operations Administrator

*Fees: Security deposit of \$200 required
 A.U. affiliated: \$100 per hour
 Non- A.U. affiliated: \$250 per hour

*Fees are expense offsets to the annual operations of the Kay Spiritual Life Center.

Deposit With signed and completed form: send \$200 deposit, payable to *American University*.
 Amount Due: _____ Balance Two weeks prior to event: send full balance.

Chapel Aide Fee Day of rehearsal or event: bring \$50 fee, payable to Chapel Aide (see back)

Return Deposit Week following event: The Kay Center will return the \$200 deposit check if all of the provisions on the back side of this form have been complied with.

Revised August 11, 2004