

General Provisions

- ◆ Because the Kay Spiritual Life Center is primarily a center dedicated to the spiritual enrichment and religious life of the university, campus ministry programs have priority in the use of space. Non-American University requests can only be made during the summer session that runs from **mid-May to mid-August** each year.
- ◆ Event requests fall into three categories: **sponsored, endorsed, or unaffiliated**. **Sponsored** events must be fully staffed and managed by an AU Chaplaincy for all fees to be waived. If an AU Chaplaincy recommends to reduce/waive fees for an individual or organization without providing staffing for the event, it is considered **endorsed**. **Unaffiliated** events are those in which space and staffing fees are fully applied, as no relationship exists between the requestor and an AU Chaplaincy.
- ◆ Requestors must include the nature and purpose of an event in writing upon request form. The University Chaplain and/or the Assistant Director of Kay Spiritual Life Center reserves the right to review and refuse the use of space by individuals or groups whose programs are not consistent with the purpose of the Center. Requests are not official until approved and signed by Kay Spiritual Life Center staff.
- ◆ Payment must be received in full no later than two weeks before an event to guarantee the reservation.
- ◆ No alcoholic beverages may be served in Kay facilities except as part of a religious worship service.

Chapel (Maximum Capacity = 250)

- ◆ All chairs, tables, and other equipment brought in must be removed within the time allotted for the reservation.
- ◆ No food or drink is permitted in the chapel area, with the exception of sacramental food and drink.
- ◆ All materials, including flowers, bulletins, flyers, programs, etc. shall be cleared from the area within the time allotted for the reservation.
- ◆ Piano and altar tables, if used, must be returned to storage area following the event.
- ◆ Chapel lights can be turned on, dimmed, or turned off by using the digital panel located near the stairwell doors across from the Kogod Business School. Directions on how to use the panel are mounted to the wall. All lights are to be turned off when the event is over.
- ◆ Damage to structure, furniture, carpet, or equipment must be reported to the office by the next working day. Damage fees will be assigned accordingly.
- ◆ On occasions when two different groups are using the Chapel and Lounge simultaneously for their respective programs, each of the groups is expected to be respectful of the other group. For the group using the Chapel, please instruct your guests/participants to use the side stairwells to restrooms.
- ◆ Contact the Kay Spiritual Life Center at 202-885-3320 or kslc@american.edu to request information about having an AU Chaplain officiate a special event such as a wedding or memorial service.

Lounge and Kitchen (Maximum Capacity = 75)

- ◆ Groups are responsible for set-up and take-down of events. All furniture except for rolling lounge chairs and rolling tables should be returned and stacked neatly in closets.
- ◆ All materials, including bulletins, flyers, programs, etc. shall be cleared from the area within the time allotted for the reservation.
- ◆ All equipment (i.e. audio-visual) shall be removed within the time allotted for the reservation.
- ◆ Left-over food and garbage shall be disposed of in the bin outside the kitchen door; kitchen countertops shall be left neat and clean. The carpet and floor shall be swept clean of all dirt and debris.

Exceptions to these provisions can be made only with approval from the University Chaplain and/or Kay Spiritual Life Center Assistant Director. Failure to abide by these terms and conditions may result in a loss of the privilege for future use of the facilities in the Kay Spiritual Life Center.