

**PROVINE CHAPEL RESERVATION FORM
GENERAL INFORMATION**

<hr/> Event	<hr/> Sponsoring Department	
<hr/> Contact	<hr/> Phone Number	<hr/> E-mail

DATE & TIME REQUESTED: *Include set-up, rehearsal, event, and take-down. Specify **USE** for each date (i.e., rehearsal, event, etc.)*

<hr/> Date	<hr/> Use	<hr/> to	<hr/> Event Starting Time:	<hr/>
<hr/> Date	<hr/> Use	<hr/> to	<hr/> Event Starting Time:	<hr/>

SOUND REQUIREMENTS: The sound system in Provine Chapel can only be operated by trained sound technicians designated by Mississippi College. Prior arrangements **must** be made for sound. There is a fee of \$12/hr. for this service. Please indicate below if you will need this service. If so, you will be contacted by the Audio Visual Production Manager for your specific needs.

☐ **YES**, we will need a sound tech. ☐ **NO**, we will not need a sound tech.

Account No.	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	Fund	Org.	Account	Program	Activity

1. Event Services will arrange for Campus Security to unlock doors well in advance of the time for your event and they will lock them after the event.
2. The Physical Plant will have the building cleaned, cooled, or heated as needed.
3. No decorations may be attached to any part of the building or its furnishings. **Only mechanical candles or battery operated candles may be used.**
4. All decorations and all trash must be removed from the Chapel **immediately** after the event and the downstairs should be left in order.
5. The auditorium seats 475 downstairs. (The balcony cannot be used.)
6. A pipe organ and grand piano are available for use.
7. **Food, drinks, tobacco, alcoholic beverages and/or drugs** in Provine Chapel are strictly prohibited.
8. **Audio visual screens MAY NOT be placed on the stage area.**
9. In case of an emergency on the day or night of your event, call **Campus Security at 601-925-3204** or go to their office in the Alumni Hall.

There is a charge for services of Physical Plant and Housekeeping. Housekeeping cleans after each event. Should additional clean-up be necessary due to neglect of the facilities, you will be billed after your event. I have read the above, provided information as requested, and agree to abide by all guidelines for use Provine Chapel.

Date: _____

Signed: _____

FACILITY USE POLICY FOR PROVINE CHAPEL

I. Scheduling

- A. Events may be scheduled through the Office of Event Services, located in the B. C. Rogers Student Center, phone: 601.925.7604 or email: lhoffman@mc.edu.
- B. Cancellation must be made through the Offices of Event Services within one week prior to the event.

II. Use of the Chapel

- A. College sponsored functions
- B. Weddings of alumni, students, faculty and staff
- C. There will be no non-college functions on MC Red Letter Weekends/Days
- D. Mississippi College is affiliated with the Mississippi Baptist Convention and governed by a Board of Trustees selected by the Mississippi Baptist Convention and is operated within the Christian aims and ideals of Baptists. As a religiously controlled institution of higher education, Mississippi College reserves the right to limit use of its facilities for activities, groups and purposes consistent with its mission and values.
- E., Groups using Mississippi College facilities for events must utilize the officially approved graphics standards and logos for event publicity, registration, etc. The standards are found at www.mc.edu/identity. Questions should be directed to the Office of Public Relations.

III. Provisions

- A. 475 seat auditorium **DOWNSTAIRS ONLY. THE BALCONY CANNOT BE USED.**
- B. Pipe Organ and Grand Piano
- C. Space in **P106 (classroom)** for dressing and restrooms located on the ground floor
- E. Space in **P102** is designated exclusively as a lobby for those entering and exiting the elevator. **THIS AREA CANNOT BE USED FOR DRESSING AND THERE CAN BE NO FOOD OR DRINK IN THIS AREA.**
- F. There is no place for a wedding reception in Provine.
- G. There is a sound system in Provine and a sound technician will be available 30 minutes prior to the event and until the event is over. If additional setup assistance is needed, please
- H. The elevator can be entered downstairs in P102.

IV. Pews and altar rails are stationary and may not be moved for any reason.

V. Decorations

- A. All decorations must be free standing; they may not be attached to the walls. Garlands and bows attached to rails and pews are acceptable. (No tape, please.) **No decorations may be placed in windows, on the piano or on the organ.** No decoration should damage or mar any part of the building or its furnishings.
- B. Mechanical candles are required. Wax tapers are not allowed.
- C. Clean-up after the event
 - 1. All decorations and all trash are to be removed from the Chapel within three hours of the event.
 - 2. All personal belongings and trash must be removed from the areas used.

VI. Opening/Closing

- A. Campus Security will unlock and lock the doors according to the reservation form hours provided.
- B. **Decorators, musicians, etc., may schedule other times to view the Chapel with the Director of Event Services.**
- C. The Maintenance Department will have the building cleaned, cooled or heated as needed.

VII. No food or drink is allowed in Provine Chapel.

VIII. Use of tobacco, alcoholic beverages and/or drugs in Provine Chapel or anywhere on campus is strictly prohibited.

Date: _____

Signed: _____