

Episcopal Church Center at
University of Miami
Chapel Event Instructions
www.umchapel.org
305-284-2333

Welcome to St. Bede – Episcopal Church Center – We hope your event is successful. Please remember to complete these simple, but very necessary steps to ensure your deposit is returned to you.

The Chapel is available for use until 10:00 p.m. on most Weekday evenings. On Saturday, after 11:00 a.m. until 10:00 p.m. Please abide by curfew, as a courtesy to students living in immediate area.

1. The piano is your responsibility to tune to your satisfaction for your performance. The only person allowed to attend to the Chapel piano is David Welton of the Frost School of Music. Please contact Paul to arrange direct payment to him, and he will coordinate with the Chapel. Payment in advance by yourself or your patron must be arranged when you book your event date at the Chapel. Paul may be emailed at dwelton@miami.edu (please cc' susanelwell@miami.edu to coordinate the tuning with Mr. Bruno). A small donation by each group is gratefully accepted to help with the maintenance of the piano and facilities. This is not required, but is tax deductible as the Chapel is a 501c3 corporation.
2. PLEASE **UNPLUG** PIANO CORD (HUMIDITY CONTROL DEVICE) **BEFORE** MOVING PIANO! REMEMBER TO PLUG IT BACK IN WHEN FINISHED!
3. Front chairs and cushions may be moved to accommodate your performance. Check photo page to be sure chairs and kneelers at front of Chapel are in proper place. Please be certain they are all back as originally placed, particularly for Sunday morning services, which begin at 8:00 a.m.
4. Please vacuum after your event– a vacuum is in the Sacristy for your use.
5. Please discourage guests from moving books or drawing on or removing hymn sheets. After your event, please return books to proper position – 4 sets in each pew – Blue hymnal on outside – Red Book of Common Prayer on inside – colored hymn sheets stay behind hymnal book.
6. Please monitor your guests to be sure they are not disturbing any Chapel property – NEVER allow anyone to touch or operate the Pipe Organ – it is very delicate and can easily be thrown out of tune – which could possibly cause your deposit to be retained, and you may be responsible for the balance of the tuning (cost is apx \$185).
7. Collect any papers or debris left behind after your event – check in pew racks and on floor.
8. Lock Sacristy Door with smaller Chapel key (both top and bottom locks). Check all doors to be certain they are locked (kitchen, chapel front and back doors, library) and leave outside lights left on.
9. Return key as planned prior with Business Office within 24 hours of your event.

Thank you for kindness and consideration of our Chapel and facilities. It is our pleasure to serve the University students and faculty and we welcome you and your guests.

Date : _____ Signature: _____

Contact Phone: _____ Print Name: _____