Princeton Theological Seminary  
Miller Chapel | Gambrell Room  
Building Use Policy  
2017-2018 Academic Year

I. OVERVIEW

A. Scheduling Procedures
Miller Chapel and the Gambrell Room in Scheide Hall are available for use by groups whose purpose is consistent with the Seminary’s educational mission and ecclesiastical identity. Determination of consistency is made by the Minister of the Chapel in consultation with the President of the Seminary. Events sponsored by the institution itself have priority over those sponsored by campus or outside groups, even though such groups may hold an earlier reservation. The following guidelines are in place to help minimize conflicts in scheduling.

Seminary Calendar
The Seminary publishes its academic calendar several years in advance. Persons and groups are encouraged to formulate their plans in consultation with the Seminary calendar.

Regular Events
Certain regular events, such as daily chapel services and opening convocations, hold a permanent place on the calendar and take priority over any other requests.

Inaugural Addresses/Public Lectures
Inaugural addresses and public lectures that require the chapel are placed on the calendar as soon as arrangements for them have been made, generally during the preceding year.

Weddings
The Chapel can only be reserved for weddings if the bride or groom is affiliated with PTS. *See section III for details.

Other Events
Other events are scheduled on a “space available” basis provided that they are consistent with the mission and identity of the Seminary. Please note: no student or outside groups are allowed to schedule events at the same time as endowed lectures even if the event is in a different building.

Advanced Reservations
In the interest of fairness and flexibility, reservations normally are confirmed only for the current academic year, or late in the spring for the following academic year.

Special Cases
Special situations, such as funerals and memorial services, may supersede prior reservations. Every effort to accommodate all requests will be made.

B. Contact for Reservations
Student requests to reserve Miller Chapel are made through the Student Life Office. The Director of Music will review and approve all requests for musical events. Other requests are reviewed and approved by the Minister of the Chapel in consultation with the Director of Music and the President of the Seminary as needed. Groups outside the PTS community should email the Chapel Office for reservations at chapel.office@ptsem.edu.

C. If Facility Is Locked
If either Miller Chapel or Scheide Hall is locked upon arrival for a scheduled event, call Campus Security at 609.497.7777.
II. RULES OF USE

A. All Users
Certain policies are applicable to all user groups. These include:

Food or Beverages
Food and beverages are not permitted inside Miller Chapel. Receptions are allowed in the Gambrell Room only. Any and all food arrangements must be made through Sage Dining, the Seminary’s food service provider. Catering reservations should be made on-line through Catertrax (click on the calendar icon at www.ptsem.edu).

Furniture and Decorum
The communion table, and chapel furniture/fixtures may not be moved, and decorations may not be added, without prior written permission of the Minister of the Chapel. The pulpit may not be moved under any circumstances except by authorized Seminary personnel. This is critical to maintain the integrity of the pulpit sound system.

Organ and Piano
The Director of Music must approve use of the organ and chapel piano. *See section V for more details.

Ushers and Service Bulletins
Ushers and service bulletins are the responsibility of the group.

Celebration of The Lord’s Supper
Celebration of the Lord’s Supper must be authorized in advance by the Minister of the Chapel in consultation with the President of the Seminary, and participation must be open to all baptized Christians. The group is responsible for communion ware and elements.

Care of the Chapel and Gambrell Room
At the conclusion of the event, chairs and hymnals should be returned to their original locations, the room tidied, and items brought by the group removed. Custodial services are not available between events and scheduled uses, especially on evenings and weekends.

IT/Media Services
The Chapel Office in not responsible for arranging media needs or providing sound technicians. After a space reservation has been confirmed, arrangements for media services must be made directly with IT/Media Services through their on-line request form (click the calendar icon at www.ptsem.edu). Please consult the media chart on-line to determine what media equipment is available in the space you have reserved. IT/Media Services does not normally provide service on evenings or weekends.

A/V Equipment and/or Outlets
Chapel A/V equipment may not be used or moved and no equipment may be plugged into chapel A/V outlets except under the direction of Educational Media. Pulpit microphones are permanently installed and are not removable. The A/V console in the balcony is for use by authorized Seminary personnel only.

B. Private Groups (groups outside the PTS community)
Requests frequently are received from private groups and individuals to use the Miller Chapel and Scheide Hall facilities. Such requests are governed by the following policies:

Hold Harmless Agreement/Certificate of Liability
Any private group or individual sponsoring an event in either facility must sign a Hold Harmless Agreement (available in the Chapel Office). If the organization is not specifically invited to campus for the purpose of enhancing the educational or administrative activities of the Seminary, it must provide 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.” Reservations will not be confirmed until a signed agreement or certificate is filed with the Chapel Office.

Tickets and Offerings
Admission charges, ticket sales, and offerings are normally not allowed. Exceptions can only be made with permission of the Minister of the Chapel and the Director of Music in consultation with the President of the Seminary. Sponsors of ticketed events
will also be required to provide Princeton Seminary with 20 advance complimentary tickets for events in Miller Chapel. These tickets will be offered free of charge to members of the Seminary community.

Seminary Sexton
A Seminary sexton will be present for outside events that use the chapel, including times of rehearsal, set-up, and breakdown as well as for the event itself. Although the sexton may render incidental assistance in making physical arrangements, he or she is not a custodian. Two Seminary sextons will be present at an event where permission has been given for tickets to be sold or offering taken.

Parking
Parking is not allowed around the Seminary Quad except in designated handicapped locations. All persons sponsoring or attending the event must park in the lot on College Road or in the lot on the corner of Library Place and Route 206.

III. WEDDING POLICY

Miller Chapel is in regular use, and its availability for events not immediately related to the Seminary program is accordingly limited. As the schedule permits, however, it is available for weddings when the bride or groom, or a parent of either, is a student, graduate, trustee, or employee of the Seminary.

A. Reservations
Requests for reservations to use Miller Chapel for a wedding are made through the Chapel Office. Reservations may be sought up to one year in advance. If the requested date falls within the school term, it will not be confirmed until the school’s academic calendar is settled. This usually occurs in early summer, although the registrar’s web page contains tentative academic calendars for several years ahead.

B. Procedure
When a wedding request is approved, the applicant receives a letter confirming the date/time, a notice of required fees, and a complete statement of the chapel’s wedding policy. The bride and groom must sign an agreement to comply with the Seminary wedding policy. A copy of the wedding policy may be obtained from the Chapel Office.

IV. BUILDING USE FEES

All private/outside groups are subject to building use fees. The building use reservation will not be guaranteed until all fees are received by the Chapel Office, usually within ten days after the receipt of your building use confirmation letter.

A. Miller Chapel
Building use and sexton fee is $300.00 per four-hour block. There is also a $300.00 security deposit per event that will be returned if no damage has been incurred in the building and if you arrive and depart at the scheduled times. If it is necessary to move the pulpit for your event there will be an additional fee of $150.00. Please note: if ticketed sales or offerings have been approved the building use fee will increase to $600 for each four-hour block.

B. Gambrell Room of Scheide Hall
Building use and sexton fee is $150.00 per four-hour block. There is also a $150.00 security deposit per event that will be returned if no damage has been incurred in the building and if you arrive and depart at the scheduled times.

V. INSTALLED INSTRUMENTS AND PRACTICE ROOMS

A. Joe R. Engle Pipe Organ
Use of the Joe R. Engle Pipe Organ in Miller Chapel is under the supervision of the Director of Music or, in his absence, the Minister of the Chapel. Please contact the Chapel Office to reserve a practice time. Priority for the use of the organ is as follows:
- The Director of Music
- Persons designated as assistant organists for the stated chapel services of the Seminary
- Regularly enrolled students of the Seminary and their spouses whose competence has been verified by the Director of Music
- Individuals who have been approved by the Director of Music to play for weddings and other special services

B. Steinway Pianos
The Steinway pianos in the chapel and Gambrell Room of Scheide Hall are available for use by those persons who have been approved by the Director of Music. They are not provided, however, for regular practice. Persons who wish to practice for a service of worship or recital, or who will be using one of these instruments for an approved event, should obtain a key from the Chapel Office and return it no later than the next business day. The pianos are not to be moved from their position in Miller Chapel or
Scheide Hall by anyone other than the Director of Music. Requests to tune or move a piano should be made through the Chapel Office at least two weeks prior to the time this service is desired. These policies also apply to the pianos in the Main Lounge and Auditorium of the Mackay Campus Center. If you wish to use these instruments, please contact the Director of Music.

C. Piano Practice Rooms
Students and spouses are encouraged to use the two piano practice rooms on the lower level of Scheide Hall. Reservations are not required, but you are welcomed to schedule practice times through the Chapel Office.

If you any questions about the above policy, please contact Melissa D. Haupt, Chapel Office Manager, by email, melissa.haupt@ptsem.edu.