



ST. STITHIANS COLLEGE POLICY: USE OF THE CHAPEL

Preamble

1. The Chapel is the heart of the College. It should be respected as a place of worship, prayer and Christian teaching. The user should ensure that the Chapel is kept tidy and the furniture therein is respected.

Use of the Chapel

2. School activities in the Chapel take precedence over any other function.
3. The Chapel may only be used / hired by someone who has a connection with St Stithians College, i.e. a current parent, teacher, parent or an alumnus of the College.
4. The Chapel may not be available for external use at particular times of the year, for example:
 - 4.1. During the Hockey/ Rugby Festival
 - 4.2. On Founders' Day
 - 4.3. On Spring Festival Day
 - 4.4. During the Arts Festival
 - 4.5. November & December: Nativity plays are set up in the Chapel during this time and sets cannot be broken down and erected. Should an emergency arise, the user of the Chapel must be informed that the Nativity set will stay in place during the function.
5. The Rector's decision on the use of the Chapel is final and no correspondence will be entered into.

Funerals

6. Funerals should be booked to take place after school as they require silence. A good time for this is after 15:30 on any particular day, which gives the learners an hour to leave school from the end of a school day.
7. The Bursar's Secretary must inform security when there is a funeral, so that security can ensure that the Chapel Circle is cleared of all vehicles and so allow the hearse (should there be one) and mourners' easy access to the Chapel.
8. Security must also show the mourners where to park their vehicles and remove bollards if necessary for them to park on the grass embankment below the Dining Hall.
9. Funerals are obviously last minute bookings and all attempts will be made to accommodate these.

General Hire

10. The user of the Chapel may use a Minister from another Church.
11. Should the user make use of non-College clergy, it is the responsibility of the user to notify the College Superintendent Chaplain beforehand. (As a courtesy to the chaplaincy at St Stithians College, visiting clergy should notify the Superintendent Chaplain as well.)
12. Should the user be making use of a College Chaplain he / she must be in contact with the relevant Chaplain directly. (The relevant contact details to be obtained from the Bursar's Secretary when booking the Chapel.)
13. Before a Chapel booking is approved, the details must be looked at carefully as most, if not all, require a certain amount of silence around the Chapel and any school activity may be too

noisy. In this event, the function must take place on another day as a school activity cannot be moved.

14. At least 48 hours prior to the event, the Bursar's Secretary must provide a copy of the booking sheet to the Superintendent Chaplain and to the cleaner responsible for the cleaning of the Chapel.
15. Keys are to be collected by the user from the Bursar's Secretary before 15:00 on the working day prior to the function; and returned the next working day following the function.
16. Flower arrangements at the Communion Table are to be left in the Chapel.
17. No furniture may be removed from the Chapel.
18. No confetti is allowed, however flower petals and soap bubbles, are permissible.
19. No fixtures are to be attached to the pews / pillars with pins / staples / drawing pins or similar, but prestik may be used (but not on the brickwork).
20. The Chapel should be left neat and tidy and in the same good condition as the user found it.

Charges (this may be subject to change)

21. Charges for the use of the Chapel will be decided by the Bursar on an annual basis.
22. On enquiry for the use of the Chapel a full list of charges will be provided to the applicant.
23. The Chapel booking will only be confirmed once payment in full has been received.

ADOPTED BY COLLEGE EXECUTIVE COMMITTEE: 14 JUNE 2004
AMENDED BY COLLEGE EXECUTIVE COMMITTEE: 5 NOVEMBER 2007