Elliston Chapel  
Policies on Use

Opened in the Spring of 2015, Elliston Chapel was funded, built, and dedicated to be a space of spiritually formative experiences for those in the Baylor community. This intent guides us as we discern what programs are fitting for this beautiful, sacred space. Therefore, the events in Elliston will be limited to those gatherings that nurture and deepen faith. Examples of programs that would be appropriate are:

1. Christian worship, prayer services, and prayer experiences.
2. Weddings and Memorial Services
3. Gatherings for the study and teaching of Scripture.
4. Musical events of a sacred nature.
5. Lectures on subjects related to the life of faith.
6. Teaching and discussions for discipleship.
7. Weekly rehearsals for choirs or musical organizations.

The Chapel is open from 7:00 AM to 10:00 PM on days when the University is open. Reservations are made through the Spiritual Life Office. Inquiries regarding use may also be made to the Office of the University Chaplain and requests for weddings or memorials must be made through the Chaplain’s office. The Chapel is available to all those in the Baylor Community but priority will be given first to programs sponsored by East Village Residence Halls and Spiritual Life. Unless you are a chartered Student Organization, standing reservations for the Fall semester does not guarantee availability for the Spring semester. The venue must be re-booked each semester. Use of the chapel will be in accordance with Baylor policies in addition to these guidelines and policies specific to this space:

1. The furniture may be moved, but must be carefully returned to the standard set up with a center aisle, 16 chairs on each row (8 per side), and 9 rows. Chairs should be lined up as designated in the picture. The pulpit should be at the center of the chancel area and the two tables on either side against the wall.

2. After an event, hymnals should be stored in the front closets. Programs, song sheets, flowers, paraments, and other worship aids (not kept in the chapel) must be removed. Care should be taken so that others who enter the space will sense that it has been “prepared” for them.

3. Small sound systems may be used, though amplification is not necessary for most events.

4. A 70” TV is available for use, if requested, and cords are included to connect with a PC.

5. If your group is running more than 15 minutes late and have requested the TV, call or text Bob Oei, 817-542-5889 to let him know. If you fail to notify Mr. Oei that you will be late, you will not have access to the TV for your meeting.

6. Food and drink are not permitted in the chapel.
7. Decency, decorum, and good judgment in dress and conduct are expected at all times.

8. If plans change and you no longer need to keep your reservation, a 24 hour notification is required so that other interested parties might be able to use it.

9. Any abuse of the time reserved for your group (showing up late, not showing up, staying past allotted time) will result in one emailed warning, then cancellation of any additional meeting times your group has reserved the Chapel for as well as restriction of future use will take place.

10. The university is not responsible for items lost or stolen. The reserving party is responsible for any damage to the facility should it occur during their use. They will also be charged an excess clean up fee should the facility be left in poor condition.

To inquire about using Elliston Chapel call:

The Office of the University Chaplain 254-710-3517
OR: Elliston_Chapel@Baylor.edu

This “Policies on Use” will be emailed to each individual interested in reserving Elliston Chapel. Upon reserving Elliston Chapel, you are agreeing to abide by the policies set forth.