

Seattle University Chapels Request Form

(Please return the **fully completed** form **6 weeks prior** to event)



SEATTLE UNIVERSITY
CAMPUS MINISTRY

SU Sacred Spaces are Intended for Use by Current University

Students, Faculty, Staff and Alumni of Seattle University

Requestor Name: _____
On Behalf of (if different): _____
University Affiliation: _____
Address/Department: _____
City, State Zip/Office: _____
Email: _____
Phone: _____
Fax: _____

<i>Office Use Only</i>
Date Received: _____
By: Approved: _____
Date Completed: _____
Ticket # _____

Space Requested: _____ St. Ignatius (230) _____ Campion Ecumenical (100)
 (capacity) _____ Chardin (20) _____ Immaculate Conception (30)
 _____ Multifaith Prayer Room (15)

Date(s) & Time(s) Requested: _____

<i>Please check all that apply</i>	<input type="checkbox"/>	Mass	<input type="checkbox"/>	Wedding	<input type="checkbox"/>	Liturgy/Service
Purpose of Use:	<input type="checkbox"/>	Other	<input type="checkbox"/>	Tour	<input type="checkbox"/>	Rehearsal/Concert

*Seattle University Sacred Spaces Are Intended to Provide Two Primary Services:
 Facilitating the Worship of University Members and Providing a Quiet Space for Reflection*
 Please tell us about the event: _____

Expected Attendance: _____ Number _____ Mostly from Campus _____ Off Campus

Presider(s): _____

Presider(s) Phone/Email/Address: _____

Ministers (if Mass): _____ Lector(s) *2 for Sunday Liturgy*

_____ Eucharistic Ministers

_____ *1-49 needs 3 additional ministers*

_____ *50-124 needs 5 additional ministers*

_____ *125 + needs 8 additional ministers*

Please check all that apply
Music: All Music Must be Live Sacred/Classical
 All Musicians are Veterans of Cantor/Accompaniment Performance
 Are the Musicians Familiar with the Sacred Space Requested?

*Please Note: A Complete List of Music/Musicians is Required to Approve the Request
 Attach List to This Form or Send to the Campus Minister for Liturgical Music:*

Bill McNamara --- Campus Ministry --- STNC 120J --- mcnamarw@seattleu.edu --- 206.296.6031

Special Requirements:

Please Return the Completed Request Form to Campus Ministry

liturgy@seattleu.edu