

## Regulations for Chapel Bookings

The following activities routinely take place in the Chapel: Choral Contemplations, Somerville Music Society (SMS) Activities, Wellbeing Sessions, Choir Rehearsals, and College Events and Services. Other activities may also take place there, especially music practice, subject to these regulations.

- 1 Those using the Chapel for musical and other activities are asked to bear in mind its primary function as a house of prayer, and to respect the building and its furniture. Using the Chapel for music practice is a privilege which will be withdrawn if it is abused.
- 2 The Chapel may be booked by submitting a calendar request via Outlook to <chapel.bookings@some.ox.ac.uk>. Requests not originating from a Somerville e-mail address will not be considered. Only certain times will be available for non-official activities: the Chapel Director and Director of Chapel Music will block out times needed for formal and regular events and quiet times. You may book for a maximum of two hours in each day. You are strongly requested not to book slots unless you know you need them, and also to cancel as soon as possible if you discover you will not use one. Chapel bookings can only be made up to 14 days in advance.
- 3 External societies may use the Chapel for use if a Somerville member is also an officer in that society. However, during term, they are restricted to use of the Chapel space for 2 hours per week and normally after the hours of 7pm. The Somerville member must book the Chapel and be present during the society's use of the Chapel. (See also c.13.)
- 4 Those who wish to use the main Chapel piano must obtain permission to do so from by filling in the online form [HERE](#). Their name will then be placed on the list held by the Lodge. To obtain permission to use the organ and/or harpsichord, permission must be obtained directly from the Director of Chapel Music. Anyone who uses the Chapel can use the electronic piano without needing permission. **Any damage to the instruments must be reported immediately to the Director of Chapel Music.**
- 5 Keys for the main Chapel piano can be obtained from the Lodge, at the start of each practice session. The Lodge will check the list to ensure that the person asking for the key has permission and you will need to leave your bodcard. The instruments **must** be locked after use and the key returned to the Lodge as soon as you have finished, when you can retrieve your bodcard. The electronic piano does not need a key.
- 6 Others who wish to use the Chapel for music practice without the keyboards may do so when it is not otherwise in use.
- 7 All users must return any furnishings and books which they have moved back to their original place, and take their belongings and litter away with them, so as to leave the Chapel in a tidy state. **Any damage to the furniture, fittings and fabric of the Chapel must be reported immediately to the Chapel Director.**

- 8 The permission of the Chapel Director **must** be sought for all activities other than those listed in c.1 and music practice: for instance, non-SMS or -choir concerts, dramatic events, JCR events. Such consent implies permission to book the Chapel for rehearsals for these events, within reason.
- 9 Live musical performances must be registered with the Director of Chapel Music for PRS/PPL purposes. The college will charge external performers the fee payable to PRS/PPL.
- 10 Permission of the Chapel Director must also be sought if:
  - A rehearsal will involve moving furniture (excepting Chapel, College and SMS events).
  - Any food or drink (except water) is to be taken into the Chapel.
  - External users wish to install any item in the Chapel, e.g. display item, IT/AV equipment, extra chairs, stage, etc.
- 11 In exceptional circumstances bookings may be overridden by the Chapel Director for priority use by the college. Chapel events and Music Society concerts (i.e. College events) take precedence over rehearsals and individual music practice.
- 12 Users must ensure that they do not damage the wooden furniture and the floor in the Chapel (e.g. by moving furniture without care, sitting on it inappropriately, or putting inappropriate items on it).
- 13 Hiring Costs for the Chapel for external (non-Somerville) hirers are:
  - Full day (8 hour period): £250
  - Half Day/Evening (4 hour period): £150
  - Session (1 to 2 hour Period): £75.00
  - VAT will also be added to these costs.In exceptional circumstances these charges may be reduced or waived for activities in alignment with the aims of the College and Chapel, at the discretion of the Treasurer.
- 14 Chapel Capacity: **142 at most**, a breakdown of the space can be [found here](#)

**Email addresses:**

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