

Guidelines for Appropriate Use of University Chapels

Revised October 2025

General Guidelines:

1. After its use, the chapel must be returned to its proper order. All lights must be turned off, all windows closed, and all doors securely locked.
2. Those using the chapel will collect and discard all programs, song sheets, or worship aids at the conclusion of use. They will also place all trash in the proper containers.
3. Costs for damage to or loss of chapel property will be billed to those holding the chapel reservation.
4. No chapel furniture (including pews, lectern, altar, chairs, piano, tables) is to be moved without consultation and approval by the Liturgy Coordinator or sacristan.
5. No furniture or equipment is to be moved into a chapel without the express consent of the Liturgy Coordinator.
6. No liturgical books, vestments, or other equipment are to be removed from the chapels without the express permission of the Liturgy Coordinator.
7. No notices, posters, or decorations may be affixed to any walls, pews, chairs, fixtures, or furniture.
8. All seasonal décor in a chapel is to be left in place intact.
9. All altars, regardless of their locations, are consecrated and are to be used only for the celebration of the Eucharist (e.g., not for refreshments, not for collating papers, not as desks, etc.).
10. No food or drink is allowed in chapels. Receptions and/or socials are to be held outside of chapels.
11. Sacristies are not dressing rooms and may not, under any circumstances, be used as such.
12. If keys are needed to access the chapels and/or sacristies, arrangements to obtain them should be made through the Liturgy Coordinator.
13. Please maintain a general respect for the chapel as a place of worship, above all when the Blessed Sacrament is reserved in the tabernacle.
14. The Office of Campus Ministry does not provide musicians or vocalists for events outside of its regular liturgical functions and those of the Catholic University of America. However, visiting groups may use the chapel instruments (piano, organ, etc.) with the permission of the Liturgy Coordinator.

Guidelines for Photographers and Videographers:

1. Photographers and videographers must respect the sacredness of the chapels and any liturgies conducted therein.
2. No photographer or videographer is permitted to enter the sanctuary or altar area at any time. During ceremonies and liturgies, they must remain in the side aisles, in the general seating, or in the back of the chapel (not in the center aisle or front).

3. No equipment is allowed in the sanctuary or altar area, with the possible exception of microphones.
4. The Office of Campus Ministry does not provide tech support for photography, video recording, or live streaming. Wi-fi access in chapels is limited or unavailable.
5. A copy of these guidelines must be given to all third-party professionals for their review. If they have questions about these guidelines, they may contact the Office of Campus Ministry directly.

Particular Guidelines for the Celebration of Marriage:

1. All floral arrangements must be in keeping with the dignity of the Sacred Space and are subject to approval by persons delegated by the Office of Campus Ministry.
2. A 45-minute set-up time may be allotted before weddings to allow for decoration. It is strongly recommended that couples inform the florist well in advance and ensure location details and other relevant information is communicated in order to meet this time constraint. Florists must provide their own flower stands. We are grateful when flowers are left in the chapel as a donation to the University.
3. It is the responsibility of the wedding party to remove all other decorations after the ceremony.
4. All official canonical, liturgical, and Archdiocese of Washington guidelines are to be followed for the liturgical celebration of the Sacrament of Marriage and other sacraments.