

UNM Alumni Memorial Chapel

Event Reservation Application and Usage Agreement

PDF/
FORMAT

This form is a **PDF/FORMAT**, a fillable portable document format that allows anyone with the Adobe Acrobat Reader to view, fill out on-screen and print fully formatted documents. (**Note:** Acrobat Reader **does not** allow you to save the fillable document to your computer.) After you have typed in your information, please print a copy and mail your application to **UNM Alumni Relations, MSC 01-1160, 1 University of New Mexico, Albuquerque, New Mexico 87131-0001**, or fax it to **505.277.6844**. **Full fee payment is REQUIRED with application submission.**

UNM
alumni
ASSOCIATION

Eligibility The use of the UNM Alumni Memorial Chapel is a benefit granted to alumni, full-time students, faculty and staff. As a courtesy, this privilege is extended to children, parents, and siblings of the above.
Affiliation will be verified through UNM records.

Name*		SSN					
Alumni	<input type="checkbox"/>	Current Student	<input type="checkbox"/>	Current Faculty	<input type="checkbox"/>	Current Staff	<input type="checkbox"/>
Degree*		Year*		Position		Dept.	
<small>UNM Alumni Relations Office Use Only</small>							
Eligibility verified by: _____				Date verified: _____			

Type of Event Wedding Event (Please describe) _____

Bride _____
Address _____
City, State, Zip _____
Phone _____ Phone 2 _____ Email _____

Groom _____
Address _____
City, State, Zip _____
Phone _____ Phone 2 _____ Email _____

Address after marriage _____
City, State, Zip _____ Phone _____

Contact Person(s) Bride's Parents Groom's Parents Event Contact
Choose only one.

Name _____
Address _____
City, State, Zip _____
Phone _____ Email _____

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Reservations

The UNM Alumni Memorial Chapel is reserved on a first-come basis. **Space is booked in two-hour units.** Please request the dates and times you wish to reserve the Chapel. Only after UNM Alumni Relations has received payment, your application, and verified your date(s) are you guaranteed that the Chapel is reserved.

Important! Consider the amount of time you will need for your event from beginning to end. Include setup time, photography, arrival of guests, etc. *before the ceremony*; the ceremony itself; and the egress of guests from the chapel, receiving line, photography, take down, etc. *after the ceremony*. By evaluating all the elements involved, you can more accurately estimate the amount of time necessary to meet all your needs.

Rehearsal Date	<input type="text"/> <small>mm / dd / yyyy</small>	Start Time	<input type="text"/>	End Time	<input type="text"/>
Wedding Date	<input type="text"/> <small>mm / dd / yyyy</small>	Start Time	<input type="text"/>	End Time	<input type="text"/>
Event Date	<input type="text"/> <small>mm / dd / yyyy</small>	Start Time	<input type="text"/>	End Time	<input type="text"/>

Payment: All individuals and organizations wishing to rent UNM Alumni Memorial Chapel are **REQUIRED** to pay the Base Rate when a completed Event Registration Application and Usage Agreement form is submitted. The payment is to hold your reservation. You may use your MasterCard or Visa credit card, check or cash.

Base Rates

Effective May 1, 2011

Full-time Students	\$250
Faculty/Staff.	\$300
Alumni	\$300
Children, Parents,	\$500
Siblings of the above	
Rehearsal	\$100
Extra Hour(s)	\$100

Chapel Fees

Wedding/Event	BASE RATE	<input type="text"/>
Rehearsal		<input type="text"/>
Extra Hour(s)		<input type="text"/>
<i>Candelabra</i>	<i>\$20 (Optional)</i>	<input type="text"/>
TOTAL		<input type="text"/>

Check No. _____

Payable to: The University of New Mexico

You may **mail** this form **and** your check to the UNM Alumni Relations Office. **Or**, you may **fax** this form with your credit card information to **505-277-6844**.

MasterCard Visa Exp. Date
mm / yy

Name on Card

Card No.

Cancellation Notice: **NO REFUNDS** for chapel fees will be given, except when the time slot that was originally reserved is booked by another party. UNM Alumni Relations reserves the right to cancel events at any time and in emergencies.

Mailing Address:

UNM Alumni Relations Office
MSC 01-1160
1 University of New Mexico
Albuquerque, New Mexico 87131-0001

UNM Alumni Relations Office Use Only

CONFIRMED BY:

DATE:

Phone: 505.277.5808
Fax: 505.277.6844
alumni@unm.edu
<http://www.unmalumni.com/chapel>

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Please initial each item to signify that you have read and that you understand the conditions for use of the chapel.

Campus Police

In case of an emergency, the campus police office is open seven days a week, twenty-four hours a day. The phone number is **505-277-2241** and the office is located at 2500 Campus Blvd NE.

Cancellations

NO REFUNDS for chapel fees will be given except when the time slot that was originally reserved is booked by another party. UNM Alumni Relations reserves the right to cancel events at any time and in emergencies.

Candles

All candles must be in a safety/protective glass container. Only dripless candles with adequate holders to prevent candle wax from dripping are allowed. Hand-held candles are not allowed in the chapel. No more than ten (10) candles are permitted on the altar. Candles on the altar must be contained and have safety tips over the containers. The candles must not exceed the height of the container. Two wrought-iron candelabra, each holding nine (9) 15-inch candles are available for an \$20.00 rental fee. Absolutely no decorations are allowed on the candelabra. The chapel attendant will have the candles in place, ready to be lit by the person(s) you choose. All candles should be lit approximately ten minutes before the ceremony begins. Lighting implements are available for use.

Chapel Address

There is no street address for the chapel. We suggest the following address for your invitations:

Alumni Memorial Chapel, The University of New Mexico Campus

The closest major street intersections to the chapel are University Blvd NE and Las Lomas Rd NE, or University Blvd NE and Martin Luther King Jr Blvd NE.

Chapel Aisles

The main aisle must remain clear and unobstructed. Side pew decorations may extend a maximum of 11 inches and cannot hinder persons from entering or leaving the pew seating area. Access to the aisle from the pews may not be obstructed. All doors leading into the chapel and associated doors inside the chapel must remain open and unlocked and an assumed path from the doors must be maintained through the chapel to each of the exits.

Chapel Loft & Balcony

No one may enter the loft area of the chapel unless accompanied by the University Organist. The balcony may not be occupied due to staircase restrictions.

Fire Awareness & Emergencies

The chapel is **not** equipped any fire suppression systems. There are no smoke/fire detectors, automatic fire sprinklers, or fire extinguishers. Since this facility has no automatic detection, suppression or alarm system, a UNM staff member must be present for all functions to initiate any evacuations and emergency notifications.

Decorations

Only floral wire and special hook-overs for pew ends may be used. Tape, nails and tacks are not permitted. Only artificial petals may be scattered during the processional. You are responsible for removing your decorations and flowers once the ceremony/event is completed.

Deliveries

Deliveries must be made during the hours you have reserved the chapel **only**. No vehicles are allowed on the flagstone walkway at any time.

Eligibility

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Furniture

Chapel furniture and wall furnishings may not be moved without permission from the chapel attendant. Only specifically designated furniture in the chapel may be moved. All furniture must be returned to its original place once the ceremony/event is completed.

Food & Drink

Food, drink and smoking are not permitted in the chapel. **CONSUMPTION OF ALCOHOL ON UNIVERSITY PROPERTY IS PROHIBITED!**

Luminarias

Luminarias may be used for decoration around the exterior walkways only. They may not be placed on the roof or inside the chapel. You are responsible for removing the luminarias after your ceremony/event.

Music

There is no sound system in the chapel. If you wish to use taped music or CDs, you must provide your own sound system. Oversized sound equipment is not allowed in the chapel without prior approval. The University Organist will play for all events in which the organ is used. A guest organist may play only with the consent of the University Organist and the University Organist will be present at all times. The University Organist will continue to receive their customary fees.

Occupant Load

The maximum number of occupants allowed in the chapel is approximately **150**. Additional seating is not permitted. Be aware that the use of candles, flowers or other such items will reduce allowable occupant load at the altar area.

Payment

All individuals and organizations wishing to rent UNM Alumni Memorial Chapel are **REQUIRED** to pay the chapel rental fees in-full when the **Event Reservation Application and Usage Agreement** form is submitted.

Photography

Inform your photographer of the specific hours you have reserved the chapel. Equipment, decorations and people are not allowed in the chapel before the scheduled time and must be out of the chapel by the end of the scheduled block of time.

Reserved Time

No one may enter the chapel earlier than the beginning of the reserved block of time. This includes, but is not limited to, the wedding party, florist, musicians and photographers. You may **not** remain in the chapel past the end of your reserved time.

Receptions

The chapel does not have space for a reception. There are several UNM sites where receptions can be held. You may contact the Student Union Building (505.277.2331, <http://www.unmsub.com>) or Maxwell Museum of Anthropology (505.277.4405, <http://www.unm.edu/~maxwell>). For outdoor events, you may contact UNM Student Activities for an activities clearance form (505.277.4706, <http://www.unm.edu/~sac>).

Rice & Birdseed

Nothing may be thrown inside the chapel. Rice or birdseed may be thrown *outside* the chapel.

Chapel Layout The chapel comfortably seats 150 people. The chapel is air conditioned. There are 14 pews on each side of a 5-foot wide aisle. Additional seating is not allowed as this is against fire regulations. The length of the aisle from the pillars at the chapel entrance to the altar rail is 52 feet. Both altar rails are 8 feet long. The pew width is 20 inches. A kneeler, wooden chairs for musicians, three small wooden tables, a music stand, and a portable lectern are available for use. Please speak to the chapel attendant if you wish to use any of these items. Furniture may be moved to the location that best suits your ceremony. You are responsible for returning all items to their original place at the end of the ceremony.

By initialing all of the above, I indicate that I agree to and will abide by the policies and procedures stipulated in the UNM Alumni Memorial Chapel Usage Agreement.