RESERVATIONS AND PAYMENT

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

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

- PAYMENT: All individuals and organizations wishing to rent the Chapel are REQUIRED to pay the Chapel rental fees in-full when the Event Reservation Application form is submitted.

- CANCELLATION: Cancellation of a confirmed event should be made in writing directly to the Chapel Event Coordinator. No refunds for Chapel fees will be given. If a change of date is needed we can accommodate you within a year from booking. The UNM Alumni Relations Office reserves the right to cancel events at any time and in emergencies. Please contact the Chapel attendant to discuss any concerns or issues you may be having regarding your reservation.

SAFETY

- OCCUPANCY LOAD: The maximum number of occupants the Chapel can seat is 150. Additional seating is not permitted as this is against fire regulations. Be aware that the use of candles, flowers or other such items will reduce allowable occupancy load at the altar area.

- CHAPEL AISLE ACCESS: 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.

- FIRE AWARENESS AND EMERGENCIES: The Chapel is not equipped with 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.

CEREMONY DETAILS

- CANDLES, CANDELABRAS AND LUMINARIAS:
  1. All candles must be in a safety/protective glass container. All candle containers must be on solid bases so that there is no danger of tipping over.
  2. Only dripless candles with adequate holders to prevent candle wax from dripping are allowed. Hand-held candles are not allowed in the Chapel.
  3. No more than ten (10) candles are permitted on the altar.
  4. Candles on the altar must be contained and have safety tips over the containers. The candles must not exceed the height of the container.
  5. All candles should be lit approximately ten minutes before the ceremony begins. Lighting implements are available for use.
  6. Two wrought-iron candelabras, each holding nine (9) 15-inch candles are available for use by request prior to the day of your event. 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.
  7. 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 event.

- DECORATIONS AND FLOWERS: Only floral wire and special hook-overs for pew ends may be used. Tape, nails and tacks are not permitted. You are responsible for removing your decorations and flowers once the event is completed.

- FURNITURE: 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. 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 event is completed.

- FOOD AND DRINK: Food, drink and smoking are not permitted in the Chapel. Consumption of alcohol on University property is PROHIBITED.

- MUSIC: If you wish to use taped music or CDs, you must provide your own sound system. There is no sound system in the chapel. 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.

- 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.

- RICE AND BIRDSEED: Nothing may be thrown inside the Chapel. Rice is not allowed. Birdseed may be thrown outside the chapel.

CONDITIONS FOR USE OF THE CHAPEL:

By submitting your Chapel Event Registration Application, you are acknowledging that you agree to and will abide by the policies and procedures outlined in the UNM Alumni Memorial Chapel Usage Agreement; and that you have read and understood these conditions of use of the chapel.
UNM Alumni Memorial Chapel Information

ALUMNI RELATIONS OFFICE
Office ........ 505-277-5808  Mailing Address:          Physical Address:
Toll Free ...... 800-258-6866                    MSC 01-1160                    Hodgin Hall
Fax ............ 505-277-6844                    1 University of New Mexico       1889 Central NE
Email ........... alumni@unm.edu                    Albuquerque, NM 87131-0001       Albuquerque, NM 87106

CAMPUS INFORMATION
Student Union Building . . . . 505-277-2331, http://www.unmsub.com
UNM Campus Police . . . . . . . . 505-277-2241, https://police.unm.edu
UNM Parking . . . . . . . . . . . . . 505-277-1938, http://pats.unm.edu
UNM Student Activities . . . . 505-277-4706, http://www.unm.edu/~sac

CHAPEL FLOORPLAN
The length of the aisle from the pillars at the Chapel entrance to the altar rail is 52'. Both altar rails are 8' long. The pew width is 20'. The chapel is air conditioned.
Please refer to the Chapel Usage Agreements for the policies regarding use of candles.

ADA Caution:
Step has a 9” drop to the gravel.

ADA Caution:
Step has a 1.5” drop to the gravel.

Do NOT obstruct points of egress.

Access to balcony is not permitted
Balcony may NOT be occupied due to staircase restrictions.

Seating capacity: 150. Additional seating is NOT permitted.
NO obstructions are allowed in the main aisle. This includes flowers, chairs, sound systems, etc. Flower or other aisle decorations may extend a maximum of 11 inches from each pew into the aisle. Access to aisle from pew may not be obstructed.

This area must remain clear at all times.

This area may be used for musicians, flowers, podium, chairs, etc.

Altar Area
The set up, use of candles, flowers or other such items will reduce the allowable occupant load at the altar area.

This area must remain clear at all times.

There are 14 pews on each side of a 5-foot wide aisle.
CHAPEL ADDRESS, DIRECTIONS, AND PARKING INFORMATION

CHAPEL CONTACT:
KATHIE SCOTT

_During regular business hours—_
9 a.m. to 4:30 p.m., Monday-Friday
Office: (505) 277-9093
Email: kascott1@unm.edu

_After regular business hours—_
Cell: (505) 220-1569
You can call or text my cell phone after hours.

CHAPEL PHYSICAL 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

DIRECTIONS:
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.

PARKING:
_Weekend Parking_ — After 8:00 p.m. on Friday evening, and all day Saturday and Sunday, visitors may park in any permit zone.

_The parking lots located to the north and south of Maxwell Museum provide the most convenient parking for Alumni Chapel events. Metered parking is enforced 7 days/week._

_Weekday Parking_ — If your ceremony occurs on a weekday, please contact Parking and Transportation Services Event Parking Coordinator at least one week in advance to make arrangements for guest parking.

For questions or more information about Parking at UNM contact the UNM Parking and Transportation Office.

- UNM Parking and Transportation: http://pats.unm.edu/
- UNM Parking and Transportation Services Event Parking Coordinator: http://pats.unm.edu/event-planning/index.html
Alumni Memorial Chapel Celebration Wall

The Celebration Wall will be capped with 4-by-4-inch porcelain tiles with black-and-white photo reproductions placed into black marble frames. The tiles are designed to resist fading and scratching. Each tile costs $300, which will help sustain the Chapel and its programs. Please send clear, original, and non-copyrighted photos. The tiles will not include names or captions. See the order form below for photo handling instructions. We will notify you when your tile has been installed. All photos are subject to approval. Please call the Alumni Relations Office at (505) 277-5808 or 800-258-6866 if you have any questions.

TILE DETAILS:
Name(s) of person (people) in the photo and date of photo:  

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PURCHASE DETAILS

Make checks payable to:  
The UNM Alumni Association

I've enclosed a check for $___________ ($300 per tile)
Please charge my Visa or MasterCard

Card No.: ................................................................. Exp. Date: .................

How to send your photo: Please include your name and mailing address with your photo submission. You may email your photo as a .jpg (300 dpi or greater) to alumni@unm.edu. Or, you can mail or deliver your photo to us and we will scan and return it to you.

Send your photo to the Alumni Relations Office via

US POSTAL SERVICE to:
MSC01-1160
1 University of New Mexico
Albuquerque, NM 87131-0001

or via ALL OTHER CARRIERS to:
Hodgin Hall
1889 Central Ave NE
Albuquerque, NM 87106