

St Peter's College Chapel Revised Protocols October 2016

Introduction

St Peter's College Chapel is place of Christian worship as well as a public space used for a variety of college events such as concerts, lectures, theatrical events and operas. The Chapel is a former Church of England Parish Church. It operates as the College Chapel under license from the Bishop of Oxford and remains under the jurisdiction of the Diocese of Oxford. This means that everything that takes place in Chapel must be consonant with the teaching and faith of the Church of England as enshrined in ecclesiastical law. The Chapel may also be used by outside organisations subject to agreement. The Master and the Chaplain are responsible for overseeing the appropriate use of the Chapel.

How to book the Chapel

1.1 In order to avoid double booking it is essential that everyone wishing to book the Chapel follows these procedures. An 'event' constitutes anything that might take place in Chapel so includes things like exhibitions and displays, musical instrument tuning, fire inspections and special cleaning.

1.2 The Chaplain, Director of Music and Master will ensure that the regular slots for services, organ practice, rehearsals, lectures or other events that take priority are entered on the Chapel booking system before week 10 of the preceding term. Any provisional bookings should be confirmed or cancelled as soon as possible and where possible by week minus one of the term to come.

Owing to excessive demand we regret that outside organisations may not book the chapel before the end of week ten of the previous term for the term to come.

1.3 In order to avoid double bookings or clashes with other college events, it is imperative that **ANYONE in college who wishes to book the Chapel further ahead than the current term or more than week minus one of the term to come** will need to have the event agreed by the Dean who has oversight of the wider Chapel and College calendar. The only exceptions to this are the regular college chapel services and choir rehearsals on Sundays and Thursdays and Tuesdays (weeks 2&6, 8.30-10pm).

1.4 When booking the chapel please note that you should not start setting up in the Chapel before the time your booking starts.

Procedure for Chapel booking for students, outside organisations or staff who are not on the list below of persons authorised to book the Chapel

2.1 General musical activities must be authorised by the Director of Music Jeremy Summerly.

2.2 Operas and any staged or theatrical production must be authorised by the Dean, the Chaplain and the Director of Music (if music is involved).

2.3 Other activities must be authorised by the Chaplain.

2.4 Quiet during examination period: Please note that during weeks 4-9 of Trinity term no full rehearsals or events with excessive noise will be permitted.

Procedure for bookings made by authorised staff

3.1 Authorised staff (see 3.2 below) may book the chapel through the Fellows' Secretary **for events of the current term or events from week minus one of the term to come. (*see above for events further ahead).** If you are planning an exhibition in the Chapel please discuss this with the Dean and Chaplain so they are aware of any impact this might have on Chapel use. If you have any questions regarding the suitability of your event for Chapel, then it is important that you discuss this in the first instance with the Chaplain.

3.2 List of staff authorised to book the Chapel with the Fellows' secretary:

The Master

The Chaplain

20 October 2016

Linda Lee Wright, Master's PA
Jeremy Summerly, Director of Music
Roger Allen, Tutor in Music and Dean
Olivia Henley, College Registrar
Hilary Sudbury, Accommodation, Conference and Events Manager
Victoria Fangen-Hall, Director of Development
Colin Purvis, Catering Manager
Charlie Kisiel, Conference and Events Officer
Lidia Hemmings, College Facilities Manager
Richard Allen, College Archivist

Practical points re using Chapel

4.1 Anyone using the Chapel is responsible for adhering to the College Health and Safety regulations including those relating to fire. **The maximum occupancy for the college chapel has now been set at 200** with 250 being allowed for services and other 'low risk' events. Any questions about the seating capacity should be addressed to Lidia Hemmings, the College's Facilities Manager. Any event for more than 200 persons must be approved by both the Bursar and Dean. With the exception of services, candles should not be used without written permission.

4.2 The section of the Chapel known as the chancel and sanctuary (the area at the East End opposite the main door beyond the steps) is not available for non-liturgical events, though the bottom step that forms the threshold to this area may be used. The two heavy wooden chairs and the book rest stalls in front of them may be moved further back in the sanctuary with the permission of the Master, the Chaplain, the Dean or the Director of Music, but they **MUST** be put back immediately after the event. The vestry (room beside the organ) is out of bounds to anyone booking chapel.

4.3 Seating should be restored to its normal format as soon as the event ends. Lights should be switched off (switches are in the cupboard at the back by the main back west end door), but care should be taken not to switch lights off and then immediately on again, as this can cause damage to the bulbs.

4.4 With the exception of refreshments supplied by college catering, food and drink is not allowed in the chapel except for bottled water. Hot drinks are not permitted. If you would like to put on refreshments for your concert or event, permission may be given by the person who authorises your booking.

4.5 Clearing up: all programmes, leaflets, service sheets and lecture notes must be removed from the chapel at the end of the event. They may be put in the college's recycling bins: if you do not know where they are, ask the Porters.

4.6 Rubbish. If your event is on Friday or Saturday, you are responsible for emptying dustbins and putting the rubbish in the college dustbins or recycling bins (ask the Porters for directions). At other times, if you have an excessive amount of rubbish, then you are also asked to empty the bins into the main college dustbins. Black dustbin bags may be found in the cupboard to the left of the west door where the light switches are.

4.7 Items should not be left in the chapel after your event but cleared away (normally within an hour) unless you have the prior permission of the Dean or Chaplain. This includes all equipment (projection screens, bottled water, props, musical instruments, clothing etc). Any items that are left may be removed and fines may be imposed.

4.8 In the case of evening events, the chapel should normally be cleared that evening although the Dean or Chaplain may give permission for things to be left over night and cleared away the following morning. When there are productions which go on for successive nights, the Dean will give special instructions which must be followed.

Revd Dr E Pitkethly, Chaplain; Dr Roger Allen, Dean