

St Peter's College Chapel Protocols

The Chapel is a consecrated place of worship under the Faculty Jurisdiction of the Diocese of Oxford. It must be treated appropriately at all times.

The College is pleased to make the nave of the Chapel available as a rehearsal/activity space. **Student societies, orchestras and other musical/dramatic groups must observe the following:**

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. Any event for more than 200 persons must first be approved by the Bursar and Dean.**

The Sanctuary and Vestry are not available and are out of bounds. The Choir Stalls may only be used by prior arrangement with the Chaplain and Director of Music.

It is NOT the responsibility of College staff to clear up after organisations making use of the Chapel. The following conditions will be rigorously enforced:

1. Food and hot drinks are **NOT** allowed in the Chapel. Bottled water is permitted but please remove all empty bottles and do not leave them in the bins.
2. The chairs may be rearranged according to need but they **must** be replaced afterwards. The central area of wooden flooring has fifteen rows each side with five chairs in a row. The rows should be aligned with the edge of the wood adjoining the stone floor.

Please treat the chairs with care. They should not be hooked together.

3. The area in front of the large organ pipes is the Chavasse memorial area and should **not** be disturbed.
4. The upright piano may be used as a rehearsal piano. The other instruments (main organ, grand piano, harpsichord and chamber organ) may only be used with the written permission of the Director of Music or Tutor in Music.
5. All litter, programmes etc should be removed after an event and should not be left in the bins.
6. 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.
7. 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 and involve the building of a stage, the Dean will give special instructions which must be followed.

These conditions will be rigorously enforced. The porters have instructions to terminate the event/activity without notice of any organisation found to be in breach of these conditions.

Dr R.W. Allen (Dean)

Dr E. Pitkethly (Chaplain)