



**THE UNIVERSITY OF THE WEST INDIES**  
MONA, JAMAICA, WEST INDIES  
**UNIVERSITY CHAPEL**

**CHAPEL RESERVATION FORM**

*This form is used for individuals/groups wishing to reserve a date in the Chapel Diary without any firm commitment.*

*Date: DD / MM / YYYY*

I /We hereby apply to reserve a date at the University Chapel, Mona Campus for **my /our** event.

**CLIENT INFORMATION**

**Individuals**

**Name of Applicant(s):** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Affiliation to The UWI (If applicable):** \_\_\_\_\_

**Groups**

**Name of Organization/Group:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Authorized Representative:** \_\_\_\_\_

**Position with Organization/Group:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Affiliation to The UWI (If applicable):** \_\_\_\_\_

**EVENT DETAILS**

Event Type: \_\_\_\_\_

Event Date: \_\_\_\_\_

Projected Start Time: \_\_\_\_\_ Projected End Time: \_\_\_\_\_

Number of Persons Expected: \_\_\_\_\_

**DECLARATION**

By signing this form, I declare that I understand and agree with the following terms: -

- i. The Chapel Booking Fee is non-refundable and reserves the Chapel as follows: -
  - a. **For thirty (30) days for events AT LEAST three (3) months away.**
  - b. **For fifteen (15) days for events LESS THAN three (3) months away.**
- ii. **No date reservation is usually done for events less than one (1) month away.**
- iii. After the holding periods indicated in part i above have passed, an official application will be required to further hold the date in the Chapel Diary.

Applicant's Full Name	Signature	Date
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**FOR OFFICIAL USE ONLY**

Fee Due: JA\$3,000 Date Paid: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Request Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chapel Clerk/Assistant Registrar

Reservation Expiry Date: \_\_\_\_\_