



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



**CHAPEL USER GUIDELINES**

*Version 1.0*  
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*Office of the Campus Registrar (Secretariat)*

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## 1.0 Introduction

Welcome to The University of the West Indies, Mona Campus!

We are pleased that you have made the University Chapel the venue of choice for your event.

For over 60 years, the University Chapel has been the venue of choice for creating lasting memories. It is well sought after and has proudly been the home of many historic “I dos”, final goodbyes, memorable concerts and acts of worship/consecration. Whether you are seeking to host a wedding, vow renewal, funeral, christening/baptism, concert, recital, special service, or a faith-based activity, the University Chapel is just the venue for you.

The University Chapel begun its existence in 1799 as a stately Georgian building on the sugar estate of Gale’s Valley in Trelawny as a distillery and rum store. In 1955, under the supervision of the then University College's Resident Engineer, A.D. Scott, the building was taken down "stone by numbered stone" and transported across the island to Kingston where it was transformed into a Chapel in 1956. Some 64 years later, the Chapel now stands as an inter-denominational facility bringing people together with differing beliefs. The facility bears a strong historic reminder of the work of some of the Caribbean’s most renowned sculptors, artists, engineers and architects, and was officially named a ‘National Monument’ with a declaration from the Jamaica National Heritage Trust (JNHT) in the Jamaican Gazette on March 27, 2001.

As a protected area and Jamaican treasure for nearly two decades, it is essential that the cultural history of the University Chapel continues to be preserved. We therefore ask that as clients seek to share in the rich history of our facility, keen attention is paid to the information provided below which have been compiled to help clients to better understand the facility, and to assist with planning for events. We wish you the very best with your event. Our friendly and professional Chapel Team looks forward to serving you.

## 2.0 Signature Chapel Features

The University Chapel is an architectural gem with many beautiful and distinct features. Some of the interesting features of the Chapel include: -

### **STYLISH PORTICO (Front Porch)**



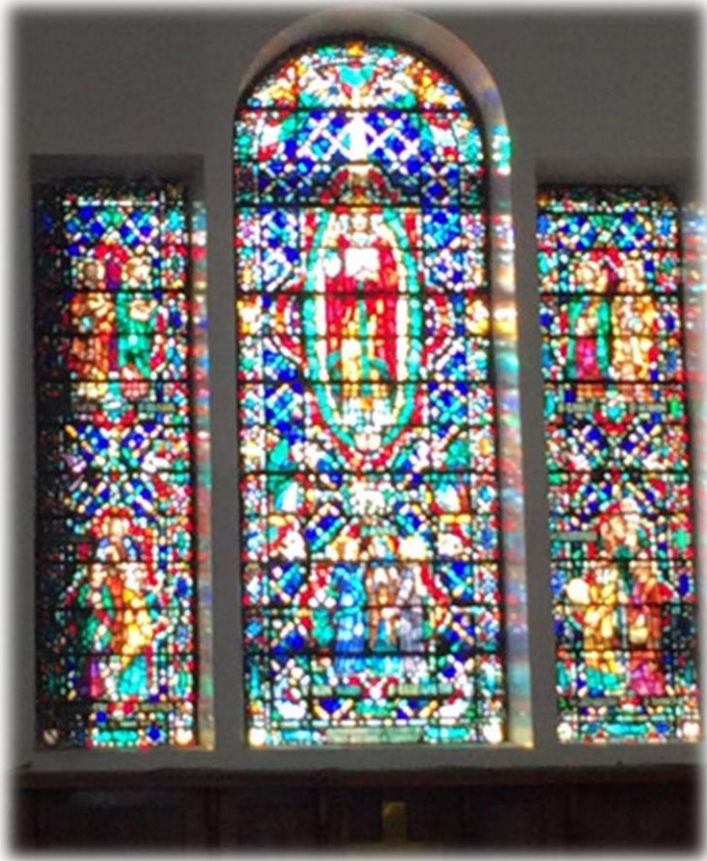
**COFFERED CEILING, MAHOGANY PEWS, ALTAR & RAILINGS**



**FACING CHOIR BENCHES & BLACK and WHITE SQUARE FLOOR TILES**



**THE EAST WINDOW (*Stained glass window above the altar*)**



**CARVED WOODEN PELICAN LECTERN**



## BAPTISMAL FONT



## AQUEDUCT

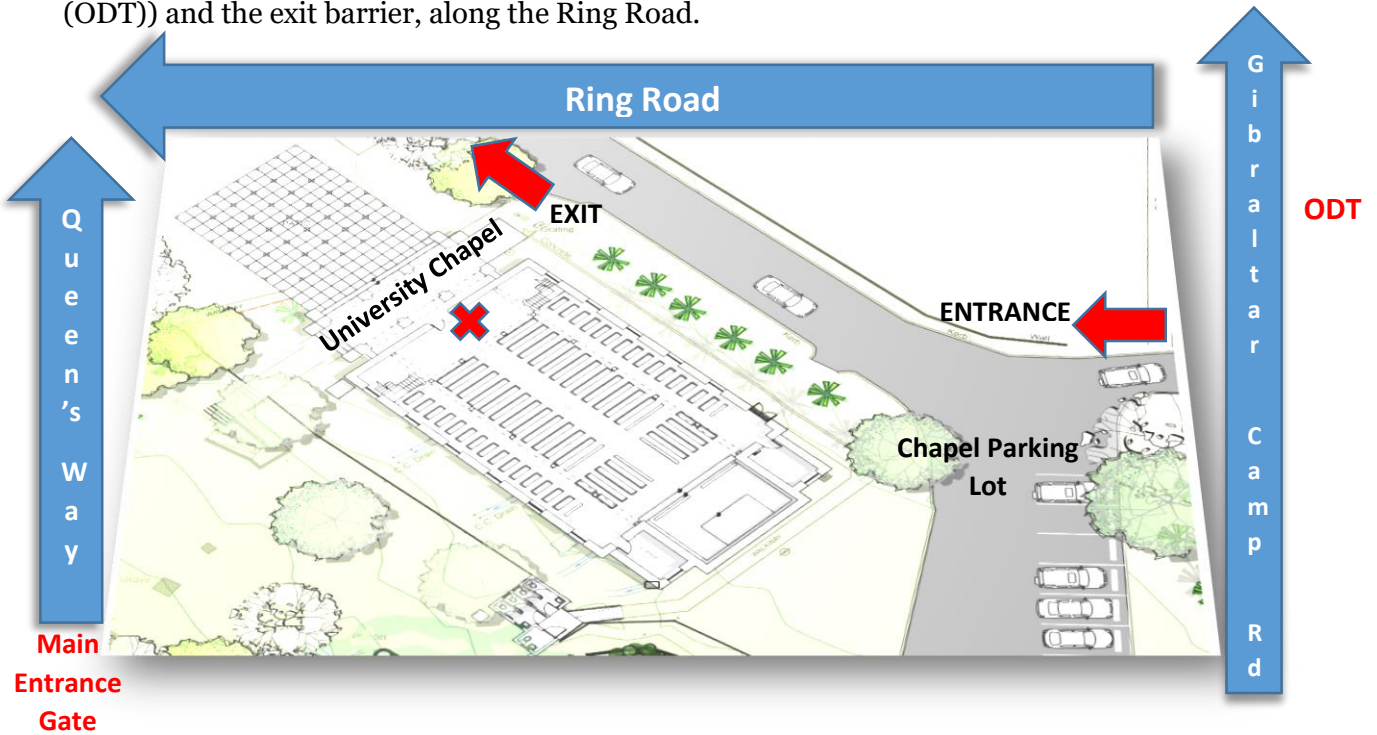
*(Former Sugar Estate water channel adjacent to the Chapel)*



Click this link [University Chapel Photos](#) for more scenic images of the University Chapel and its environs. (NB: Internet access is required to view.)

### 3.0 Venue Location

The University Chapel is adjacent to the Aqueduct and close to the UWI Main Entrance Gate. The Chapel entrance barrier is located along Gibraltar Camp Road (opposite the Old Dramatic Theatre (ODT)) and the exit barrier, along the Ring Road.



### 4.0 Campus Access Gates

Clients can access the Mona Campus through the Post Office Entrance on Mona Road or the Irvine Hall Gate Entrance coming from Papine. The Irvine Hall Gate Entrance is not usually opened for use on Sundays.

### 5.0 General Usage Information

The use of the Chapel is typically permitted for the following event types:

- i. **Faith-based services/meetings/concerts** *E.g. Religious student club meetings, etc.*
- ii. **Regular Chapel Services** - The scheduled start times for regular Chapel services are as follows: -

Every Sunday	-	Anglican	7:00 a.m.
Every Sunday	-	Roman Catholic	6:00 p.m.
1 <sup>st</sup> Sundays	-	Methodist	9:15 a.m.
2 <sup>nd</sup> Sundays	-	United Chapel	9:15 a.m.
3 <sup>rd</sup> Sundays	-	Baptist	9:15 a.m.
3 <sup>rd</sup> Sundays	-	Pentecostal	11:15 a.m.
4 <sup>th</sup> Sundays	-	Moravian	9:15 a.m.

With the exception of the Anglican Service which is held all year round, all other Chapel services are held only during the periods when face-to-face classes are in session at the Mona Campus (i.e. August - May).

- iii. Weddings/Vow Renewals** – The following are the two standard 5 hour time slots for weddings and vow renewals:-
- **MORNING** - 6:00a.m. - 11:00a.m. (except on Sundays when regular Chapel services are being held.)
  - **AFTERNOON** - 1:00p.m. - 6:00p.m. (and 12 noon – 5:00p.m. on Sundays except on 3<sup>rd</sup> Sundays when regular Chapel services are being held.)
- iv. Funerals** – Funerals have no standard time slots. Clients are allowed to start their events at any time and are usually allowed one hour before for setting up activities and four hours for the completion of the actual service. **Persons using the Chapel for funerals are encouraged to contribute to the Chapel Restoration Fund/Organ Repair Fund. The Chapel does not host ‘gang-related’ funerals.**
- v. Concerts/Recitals** *E.g. Orchestras, Recitals, Symphonies, Chorale, etc.* – The following are the two standard 6 hour time slots for concerts and recitals:-
- **MORNING** - 6:00a.m. - 12:00 noon (except on Sundays when regular Chapel services are being held.)
  - **AFTERNOON** - 2:00p.m. - 8:00p.m. (and 12 noon – 5:00p.m. on Sundays except on 3<sup>rd</sup> Sundays when regular Chapel services are being held.)
- vi. Celebratory/Special Services** – Celebratory activities such as Founders Day, Company Anniversaries, Hall Week, Independence Day Celebrations, Faculty Day, etc. can be hosted at the Chapel by joining any of the regular chapel services mentioned in part ii above **free of charge**. However, a special service rental charge usually applies in instances where the individual or group wishes to have a separate Sunday service. The Officiant Fee is already included in the user charges reflected on the Chapel Fee Schedule. There are no standard time slots for these services. The services must, however, be officiated by one of the University Chaplain who should be fully consulted on the order of service to be followed. The selected Chaplain’s written consent to officiate the service must be submitted along with the completed Chapel Application Form (Form 2). Where clients desire to participate in one of the regular Chapel services listed in part ii, Chapel Form 2 do not need to be completed. Clients are required to submit a written request to the Chapel Desk and if successful, will be given one hour before an event for setting up activities and two hours for the actual service. **The offering collected at all special services held during regular Chapel Services usually go towards the general upkeep of the Chapel.**
- vii. University Chapel Services\*** – The University typically hosts the following four services at the Chapel each academic year: -
- **Welcome Service** – 1<sup>st</sup> Sunday in September
  - **Valedictory Service** – Last Sunday in October
  - **Mona Carol Service** – 2<sup>nd</sup> Sunday in December
  - **Commemoration Service** – 2<sup>nd</sup> Sunday in February

**\*No event is normally booked at the Chapel during the following periods: -**

- ❖ **The Friday before any of these services;**
- ❖ **The Saturday before the services in December and February;**
- ❖ **The Sunday of the service in December; and**
- ❖ **The Sunday of all other University Chapel services before 1:00p.m.**



**viii. Christenings/Baptisms** can also be done as part of the regular Chapel services at the Chapel **free of charge**. However, if being done outside of a regular Sunday Service, clients are allowed a maximum of two hours for the service and one hour before for setting up activities. A rental charge will also apply which includes the Officiant Fee. Like the celebratory/special service, clients desirous of participating in one of the regular Chapel services, do not need to complete Chapel Form 2 but would need to submit a written request to the Chapel Desk.

**ix. Other services or activities approved by the University and/or the Chapel Management Committee (CMC).**

Individuals, companies or groups seeking to use the Chapel for any purpose other than those stated above are required to send a written request to [chapelbookings@uwimona.edu.jm](mailto:chapelbookings@uwimona.edu.jm) for special consideration. The request should be addressed as follows:

**Mrs. Jacqueline Scott-Crossley**  
**Chair**  
**Chapel Management Committee (CMC)**  
**c/o Secretariat**  
**Office of the Campus Registrar**  
**The University of the West Indies**  
**Mona Campus**  
**Kingston 7**

**Attention: Miss Tamara Matthews**  
**Secretary, Chapel Management Committee**

The request should include the following details: -

1. Date and time of interest
2. Nature and purpose of the activity
3. Support required from the CMC
4. Number of persons expected to be involved in the activity
5. Requestor's contact details – Telephone Number and Email Address
6. Any other critical information

## 6.0 User Eligibility

**Effective September 1, 2020**, an affiliation to the UWI is no longer a mandatory requirement to access the University Chapel. The Chapel can therefore be used by all interested individuals or groups once the desired activity is the type of event typically hosted at the venue (See Section 5.0 above.). All other activities or events will require the approval of the CMC and/or University.

## 7.0 User Definitions & Acceptable Forms of Verification

The definitions and acceptable forms of verification for the various Chapel user groups are as follows: -

- i. Non-UWI Person** – Individuals NOT associated with the UWI in any way. (*National ID/Passport/Driver's License must be presented*)
- ii. UWI Affiliates\*** - Individuals directly associated with the UWI Campuses. That is, the Mona Campus (Mona & Western Jamaica Campus sites) in Jamaica, St. Augustine Campus in

Trinidad and Tobago, Cave Hill Campus in Barbados, Five Islands Campus in Antigua and Barbuda, and any of the Open Campus sites.

- (a) **UWI Student** – A duly registered Student at the UWI (*Valid UWI Student IDs must be presented*)
- (b) **UWI Staff Member** – Staff currently employed to the UWI. (*Valid UWI Staff IDs must be presented*)
- (c) **Major UWI Committee/Board Members** – Current bona fide members of *Finance & General Purposes Committee (F&GPC), Grounds, Buildings & Premises Committee (GB&PC), Academic Board, Faculty Boards, Chapel Management Committee (CMC), etc. (Name must be present on the membership listing for the present academic year. Confirmation to come from the Secretaries/Recording Secretaries of the respective Committees/Boards)*
- (d) **Members of UWI Singers/Chorale** – Bona fide members of the UWI Singers/Chorale. (*Written confirmation from the University Singers/Chorale's Music Director must be submitted*)
- (e) **Friends of the Chapel** - Active donors to the University Chapel.
- (f) **UWI Alumni** – Persons who have completed full programmes at a UWI Campus and are registered for UWI Alumni Association Membership. (*Valid UWI Alumni Association Membership card or completed application form along with payment must be submitted*)

**iii. Other UWI Affiliates\*** – Individuals who were either previously associated with the UWI, are associated with a UWI-affiliated institutions, or are a part of the wider UWI Campus Community. (*Valid Staff/School IDs must be presented or stated connection to UWI verified in a similar way as mentioned above.*)

- (a) **UWI Retirees** (*Verifiable University Staff record.*)
- (b) **Former UWI Chaplains**
- (c) **Former UWI Employees** (*Staff not retired at UWI*)
- (d) **Students of professional and technical UHWI-affiliated schools**
- (e) **Students and Staff of UWI-affiliated Colleges/Seminaries/Schools.** *E.g. UTC, St. Michael's, Norman Manley Law School, etc.*
- (f) **Staff of UWI-affiliated Teacher's Colleges/Seminaries/School.** *E.g. Community Colleges, etc.*
- (g) **Staff of UHWI Nurses and Technical Schools**
- (h) **Staff of non-UWI institutions located on the Mona Campus or other Jamaican site**
- (i) **Former Major University Committee/Board Members.** *E.g. F&GPC, GB&PC, Academic Board, etc.*
- (j) **Former members of the University Singers**
- (k) **Former members of the University Chorale**
- (l) **Other members of the Mona Campus Community**
- (m) **Immediate family members of persons in the UWI Affiliates category.** (*Mother, Father, Sister, Brother and Children of the eligible persons in part ii above. A copy of the individual's birth certificate and Photo ID Card of the UWI affiliated family member must be submitted.*)

**iv. Groups\***

- (a) **UWI & Non-UWI Student Groups.** (*Valid Student IDs must be presented*)
- (b) **UWI & Non-UWI Staff Groups.** (*Valid Staff IDs must be presented*)
- (c) **UWI & Non-UWI Professional Groups & Organizations.** (*Valid Certificate of Registration must be presented*)

**\*Discounted Chapel user rates are offered for persons belonging to these categories. Discounted rates are also offered to UWI Student Groups, Church Groups and Non-UWI Student Groups/Other Groups hosting non-paid events. See the Chapel Fee Schedule for further details.**

## 8.0 Event Fees

The standard Chapel event fees are as follows: -

- ❖ **Weddings/Vow Renewals** – JA\$31,000
- ❖ **Funerals** – JA\$29,000
- ❖ **Concerts/Recitals** – JA\$42,000
- ❖ **Special Services** – JA\$22,000
- ❖ **Christening/Baptisms** – JA\$22,000

The user fees cover the following mandatory Chapel costs: -

- **Security** – Two (2) unarmed security guards for between 2-5 hours
- **Cleaning**
- **Facility Rental**
- **Late Fee (Refundable)**

All other Chapel fees are optional and are charged based on the client's request. *See the Official Chapel Rate Sheets for further information.*

**UWI affiliated individuals and groups as well as churches and groups having non-paid events are offered discounted user rates.** The following are usually considered when applying discounted user rates: -

- i. **The affiliation of the individual/group either hosting the event or for whom the event is being held.**
  - **Weddings/Vow Renewals** – *Either member of the couple must be affiliated to the UWI.*
  - **Funerals** – *The deceased individual must be affiliated to the UWI.*
  - **Concerts** – *Individual or group hosting the event must be affiliated to the UWI.*
  - **Special Service** – *Individual or group hosting the event must be affiliated to the UWI.*
  - **Christening/Baptism** – *Individual hosting the event for christenings and the individual being baptised for adults must be affiliated to the UWI.*
  - **Faith-based services/meetings/concerts** – *Individual or group hosting the event must be affiliated to the UWI.*
- ii. **Whether the event will be free or have an admission fee (For concerts).**
- iii. **The affiliation that will be most favourable to the client in the event of multiple affiliations.**

## 9.0 General Consumption Tax (GCT)

The usual 15% General Consumption Tax does not apply to our fees as educational institutions in Jamaica are tax exempt.

## 10.0 Late Fee Refund Criteria

All clients are charged a mandatory but refundable late fee for their events. The full amount is refundable once the client and all their guests exit the Chapel building within fifteen (15) minutes

of the scheduled end time. Late Fee refunds are usually processed within four (4) weeks following an event.

## 11.0 Usage Benefits

There are numerous benefits to using the University Chapel for your event. Clients with **confirmed events** usually have access to the following: -

- i. Two (2) unarmed security guards for between 2-5 hours.
- ii. PA System with standing and cordless microphones
- iii. Wooden Lecterns
- iv. Flower stands
- v. Standing fans\*
- vi. Entrance Table & Table Cloth
- vii. Communion Table & Table Cloth
- viii. Offering Bags
- ix. Convenient & disability-friendly parking
- x. Stand-by Generator
- xi. Stand-by Attendant(s)
- xii. Disability-friendly entrance & restroom
- xiii. Restroom Supplies – Hand soaps, tissue paper and hand towel
- xiv. Picturesque view for picture taking

**\*The Chapel is not air-conditioned but is well ventilated on each floor with multiple windows at either sides of the building.**

## 12.0 Parking

Convenient parking is provided at the Chapel for up to 40 persons including persons with disabilities. Reserved parking lists can also be provided to the on duty security guards at the Chapel's entrance and exit barriers to assist with guest parking. Additional parking spaces may also be provided where adequate notice is given. **Parking at the Chapel is entirely at the owner's risk. The Chapel will not be liable for any damage, lost or property theft.**

## 13.0 Wi-Fi Access

The Chapel currently has no Wi-Fi access on the inside of the building. Wi-Fi may, however, be accessed outside of the building. Efforts are being made to get Wi-Fi access inside the Chapel building very soon.

## 14.0 Site Visits

Clients are able to arrange site visits to view the Chapel if desired. Site visits are usually accommodated between the hours of 11:00a.m. and 1:00p.m. on all weekdays except on Tuesdays. Any other time period desired depends on the availability of the Chapel.

## 15.0 Seating Capacity & Size

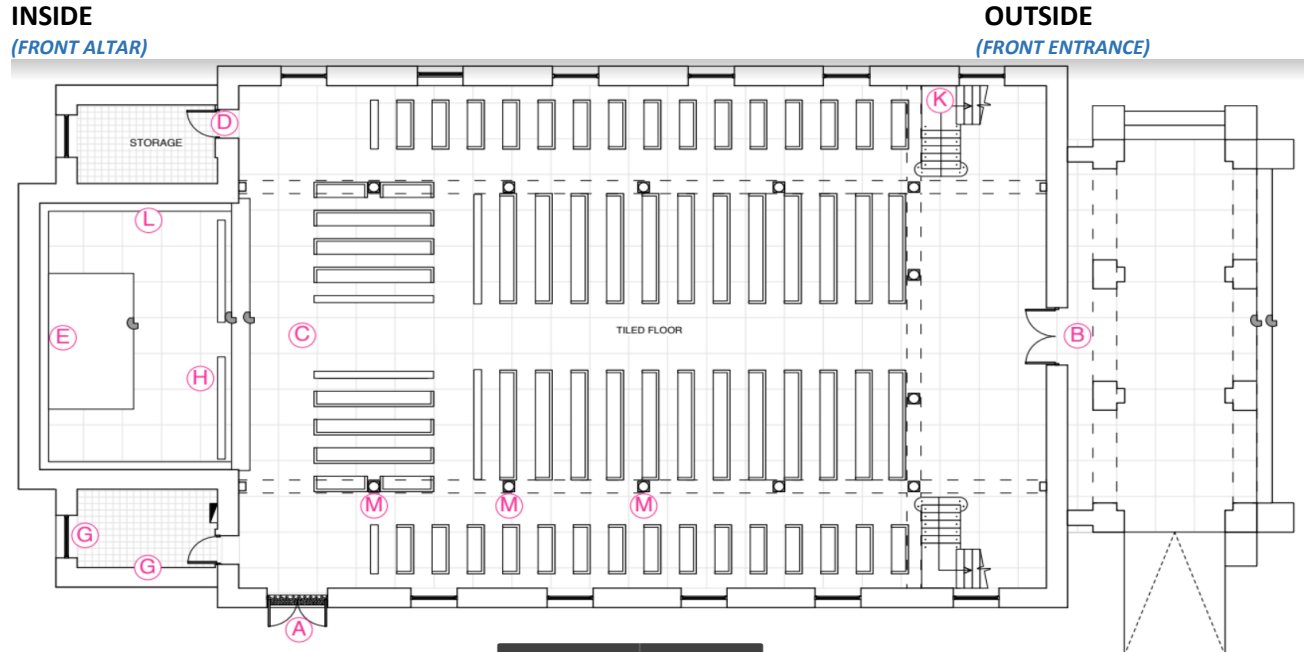
The Chapel is approx. 9,000 sq. ft. and can **comfortably accommodate 484 persons** (318 on the Ground Floor and 166 on the First Floor). With the addition of chairs in the aisles and outdoors, seating may be provided for an additional 535 persons (135 chairs on balcony, 100

chairs on ground floor and 300 chairs under a large outdoor tent). The Campus does not supply large outdoor tents.

## 16.0 Chapel Layout/Floor Plan

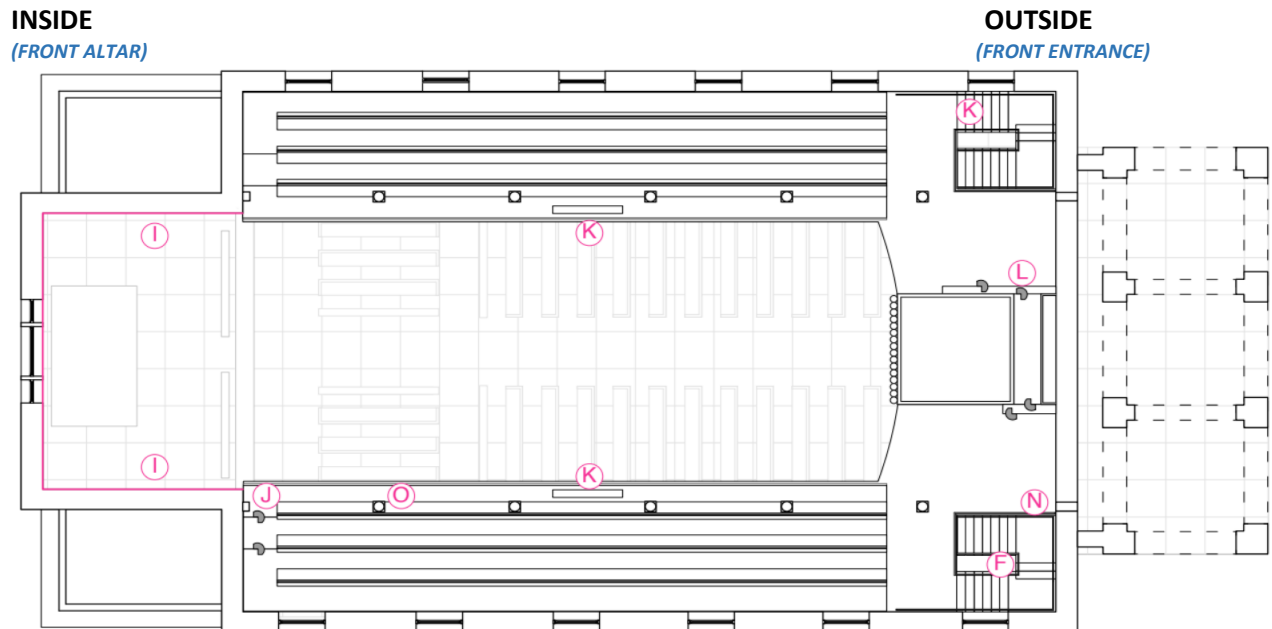
The layout of the floors in the Chapel are as follows:

### GROUND FLOOR



**The Chapel has three aisles. The main (middle) aisle is approx. 75ft long and 4ft wide.**

### FIRST FLOOR



**The pews in the Chapel must never be lifted or shifted out of position unless previously communicated and agreed with the Chapel Desk.**

## 17.0 Chapel Booking Process

Booking the University Chapel is simple and straightforward. You would first need to determine whether you wish to officially apply for use of the facility, or to reserve a date until you or your organization have decided on the Chapel as your venue.

**The Chapel is usually accessible for rental as follows: -**

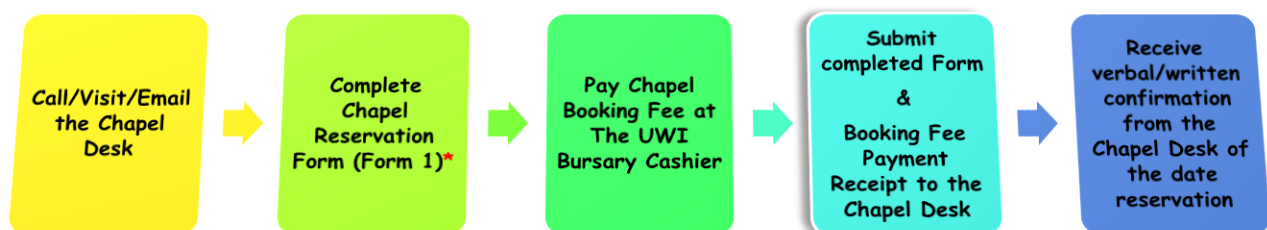
- **Mondays and Fridays between 6:00 a.m. and 3:30 p.m.**
- **Wednesdays to Thursdays & Saturdays between 6:00 a.m. and 7:00p.m.**
- **Mondays to Saturdays (except on Tuesdays and Public Holidays) between 6:00a.m. and 7:00p.m.**
- **Sundays (except for 3<sup>rd</sup> Sundays) between 12:00noon and 5:00p.m.**

**No Chapel event is allowed to go beyond 9:30p.m. as the Chapel generally closes no later than 10:00p.m.**

Outlined below are the steps you will need to take to tentatively reserve a date in the Chapel Diary or to secure the use of the Chapel for your event.

### DATE RESERVATION

Below are the steps required to successfully reserve a date in the Chapel Diary: -



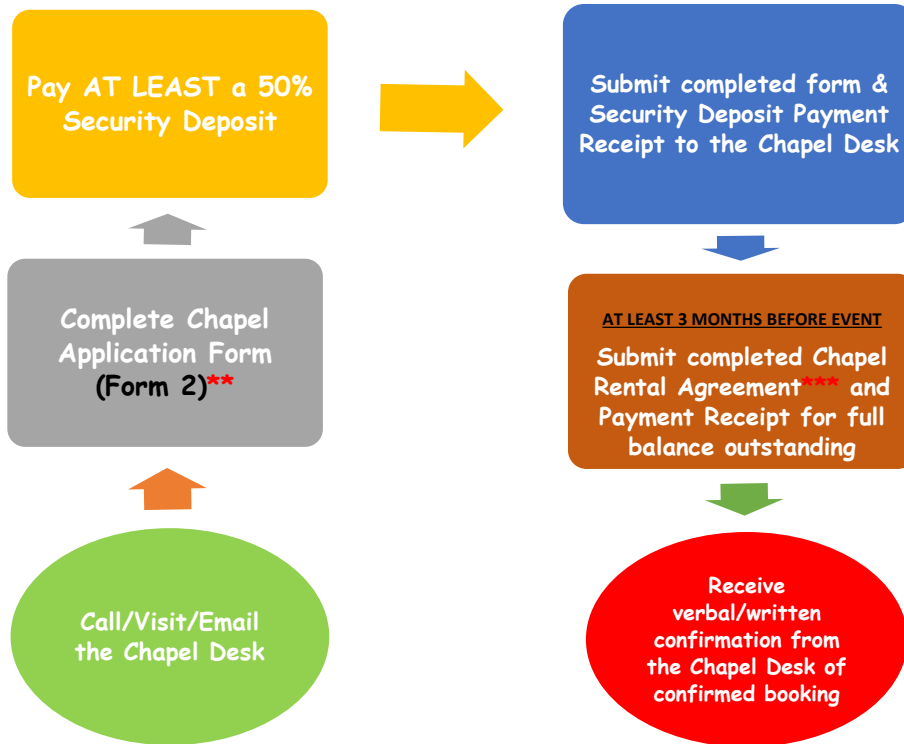
The Chapel Booking Fee holds a desired date for up to **thirty (30) days** where the event is at least three (3) months away, and up to **fourteen (14) days** where the event is less than 3 months away. Clients with events **one (1) month** or less away will be required to formally apply for the use of the Chapel using Form 2 (*see Section 20.0 below*).

Once the holding period has passed, the requisite Chapel security deposit will be required to further secure the date(s) of interest. **The Chapel reserves the right to make bookings without prior notice for any date where the client has paid a booking fee for longer than the holding period indicated above without any attempts to formally apply to use the Chapel or pay the Security Deposit.**

**\*Chapel Reservation Form (Chapel Form 1) is for individuals and/or groups wishing to reserve a particular date in the Chapel Diary for their event without any firm commitment to use the facility. Such clients are allowed to pay the Chapel Booking Fee to secure a date.**

## NORMAL CHAPEL APPLICATION\*

Below are the normal steps required to secure the Chapel for all events **except Weddings and Concerts/Recitals**.



**Clients directly applying for use of the Chapel are not charged a Booking Fee.**

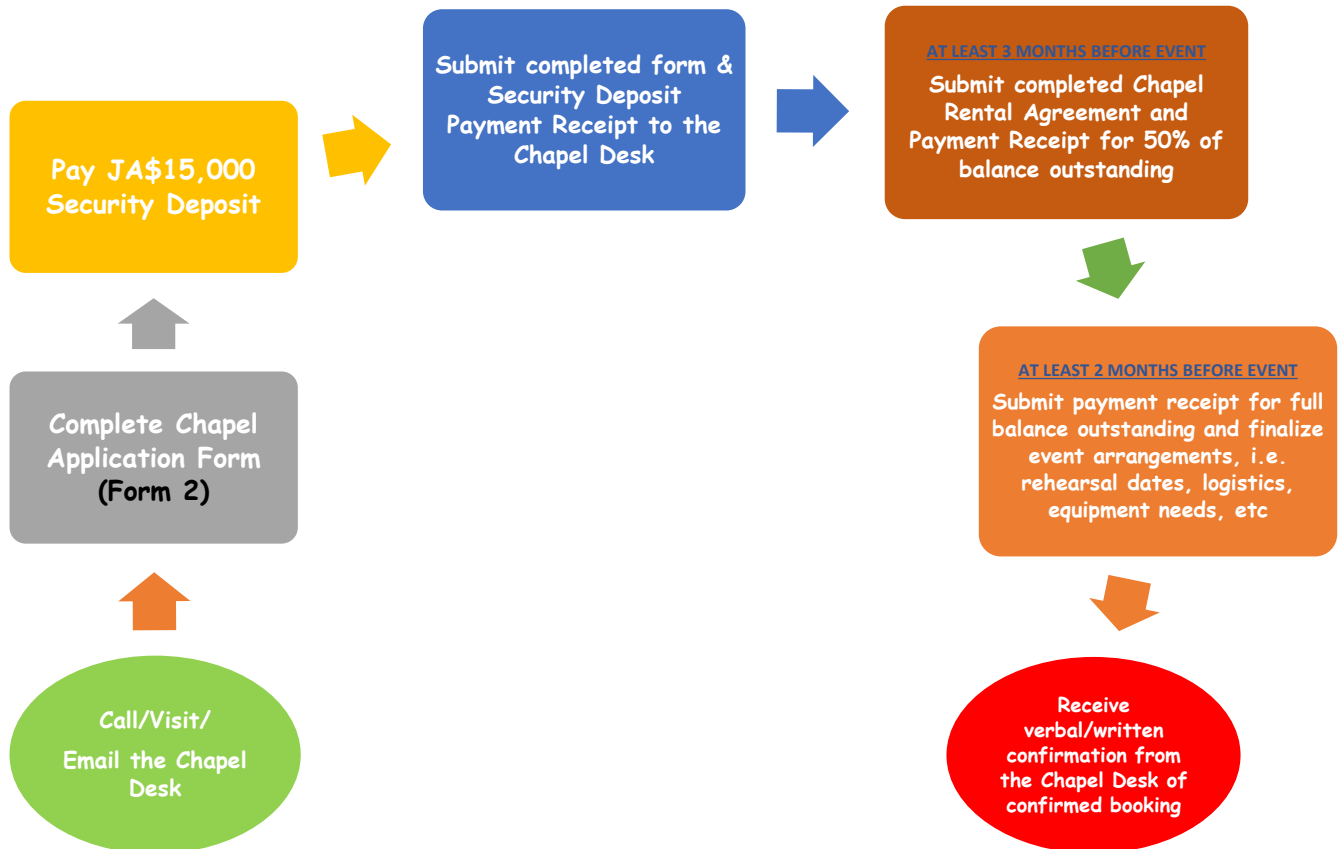
**\* A normal Chapel application is one in which the event is more than three (3) months away. Clients booking events three (3) months or less away should read Section 25.0.**

**\*\*Chapel Application Form (Form 2)** is for individuals and/or groups wishing to secure the Chapel for their event. The form is issued only when the client has decided to use the Chapel for their event and intends to pay the required Security Deposit. **Chapel Form 2 must be properly completed in order to be accepted by the Chapel Desk.** Clients with an urgent need to secure a particular date in the Chapel Diary may opt to pay the Booking Fee and complete Form 1 if they foresee that more time will be needed to properly complete the requirements for application **(Clients directly applying for the use of the Chapel are not normally charged a Booking Fee.)**

**\*\*\*Chapel Rental Agreement (Form 3)** is an agreement between the University Chapel and the Chapel User which outlines the rights and responsibilities of both parties. The signed document is a necessary requirement for all Chapel events. Clients are therefore encouraged to read each section of the document carefully before signing and returning Form3 to the Chapel Desk.

## WEDDINGS & CONCERTS/RECITALS APPLICATION

Below are the normal steps required to secure the Chapel for Weddings and Concerts/Recitals: -



All concerns or queries regarding the use of the Chapel should be directed to the Chapel Desk.

### 18.0 Chapel Desk Operating Hours & Contact

The Chapel Desk operates from Mondays – Fridays between 8:30a.m. and 4:30p.m. Our contact details are as follows:

**Tel:** 1 (876) 935-8301/(876) 977-0612 and (876) 970-6687

**Cell/Whatsapp:** 1 (876) 389-3577

**Email:** [chapelbookings@uwimona.edu.jm](mailto:chapelbookings@uwimona.edu.jm)

**Location:** 1<sup>st</sup> Floor of Main Annex Building (opposite the elevator)

### 19.0 Confirmed Chapel Bookings

Chapel bookings are considered '**confirmed bookings**' only when the completed Chapel Reservation Form (Form 1) and Booking Fee Payment Receipt have been submitted and approved by the requisite Chapel Officer/Chapel Committee. All other reservations are considered to be '**tentative bookings**'.



## 20.0 Confirmed Chapel Events

Chapel events are considered ‘**confirmed events**’ only when the completed Chapel Application Form (Chapel Form 2), proof of full payment, signed Chapel Rental Agreement and all necessary event details and equipment needs have been submitted and approved by the requisite Chapel Officer/Chapel Committee. All other events are considered to be ‘**tentative events**’.

## 21.0 Venue Access Time & Additional Hours

Clients will have access to the Chapel as per the booked event slot time or one (1) hour before their event in the case of funerals, special services and baptisms. Clients, may, however request additional time where they believe that their event will require more time than the booked period. An hourly rate is usually charged in such instances. *(See the Official Chapel Rate Sheets for further information.)* **No Chapel event is allowed to go beyond 9:30 p.m. as the Chapel generally closes no later than 10:00p.m.**

## 22.0 Deposit/Payment Policy

Except for weddings and concerts, a minimum deposit of 50% of the approximate event fee is required to secure all Chapel bookings and the balance paid **at least three (3) months** prior to the date of the event. Clients are encouraged to make full payment to secure Chapel where possible.

**Clients booking events three (3) months or less away will be required to pay the security deposit and will be given fourteen (14) days to clear the outstanding balance and submit the necessary paper work. Events one (1) month or less away, will require full payment at the time of applying and the submission of all necessary paperwork at least one (1) week before the event.**

All security deposits payments will be deducted from the overall event charges.

**ABSOLUTELY no payments should be made to the Chapel account by any client before s/he has formally applied for, and has received confirmation from the Chapel Desk that their booking or event is approved.**

The following payment schedule shall be applicable for all Weddings and Concerts/Recitals:-

### Weddings & Concerts/Recitals

**1<sup>st</sup> Payment (Security Deposit):** A non-refundable deposit of J\$15,000.00 is required to secure the Chapel. The completed application form should also be submitted at this time.

**2<sup>nd</sup> Payment:** 50% of the remaining balance should be paid **no less than three (3) months** prior to the date of the wedding/concert and the Chapel Rental Agreement signed and returned to the Chapel Desk.

**Final Payment:** The remaining balance on fees is to be settled **no less than two (2) months** prior to the date of the wedding/concert and all event arrangements including rehearsal dates, logistical arrangements, equipment needs, etc. finalized.

## 23.0 Payment Methods

All payments must be made at the UWI Bursary Cashier. The Cashier Section is located on the Ground Floor of the Main Administrative/Annex Building on the UWI Mona Campus. The opening hours for the Bursary Cashier are Mondays to Fridays, 9:00 a.m. to 3:00 p.m. Payments can be made using cash, debit or credit cards. Other payment methods are being explored for your convenience. The Bursary Cashier does not normally accept unstamped personal cheques. Such cheques must first be taken to the Chapel Desk to be endorsed by stamping before proceeding to the Cashier.

## 24.0 Cancellation Policy

### Cancellation by Clients

We understand that there may be unforeseen circumstances beyond our clients' control which could force you to cancel your events. As such, clients may cancel their event at any point during the booking process. **All requests for cancellation must be submitted in writing to the Chapel Desk via email at [chapelbookings@uwimona.edu.jm](mailto:chapelbookings@uwimona.edu.jm).**

### Cancellation by the Chapel

The Chapel reserves the right to cancel any bookings without prior notice in circumstances where:

- i. The client has booked for more than fourteen (14) or thirty (30) days but has failed to formally apply for use of the Chapel or to pay the requisite security deposit.
- ii. The client has paid the security deposit but has failed to clear the remaining balance as outlined in Section 24.0 above.
- iii. The client has paid all Chapel fees but has failed to sign Form 3 and/or submit the necessary event details.

**All cancelled events will attract an administrative cost/penalty.**

**Cancelled bookings may be re-instated upon receipt of the requisite payment/information if the facility is still available for the desired date. If not, a new date would need to be identified. Any payments previously made will be transferred to the new booking. This does not apply to the non-refundable Chapel Booking Fee.**

## 25.0 Refund Policy

Client refunds will be made based on the time that the written cancellation request is received by the Chapel Desk. The following shall be the refund schedule for all cancelled Chapel events: -

- **MORE THAN THREE (3) MONTHS' NOTICE** – All fees paid will be refunded to the client less a J\$3,000 administrative cost.
- **LESS THAN THREE (3) MONTHS' NOTICE** - 50% of all fees paid will be refunded to the client.
- **LESS THAN TWO (2) MONTHS' NOTICE** - 25% of all fees paid will be refunded to the client.

- **LESS THAN ONE (1) MONTH'S NOTICE** – The client will NOT be eligible for a refund.

**Please note that refunds will be made by cheque or direct deposit, and that the Booking Fee is non-refundable. Refund cheques are usually processed within four (4) weeks of cancellation or the completion of an event which met the Late Fee Refund criteria. See Section 8.0.**

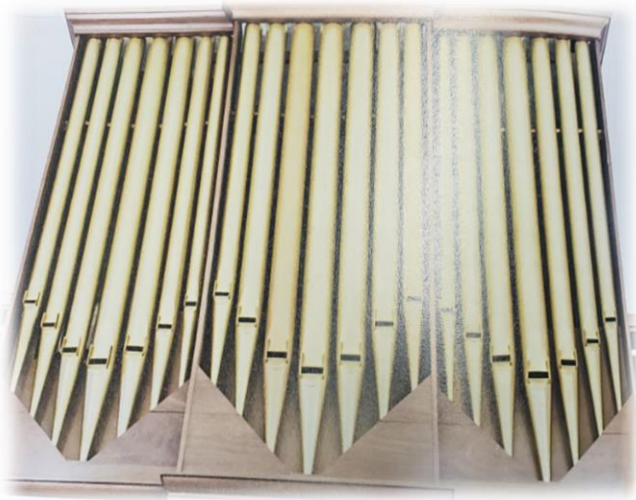
## 26.0 Musical Instruments & Audio-visual Aids

The Chapel has a variety of well-maintained musical instruments for our clients' benefit. These include:

- An Upright Piano (*Yamaha*)**



- A 1966 Pipe Organ (*England made, Germany updated*)**



iii. **A Baby Grand Piano (Yamaha)**



Clients may rent any of these instruments or bring their own where available. Clients interested in using these instruments are therefore expected to make the requisite payment at the Bursary Cashier. *See the Chapel Fee Schedule for further details.*

**Due to the high cost of maintaining the Organ in particular, only Organists on the Chapel's approved list are allowed to play this instrument. Clients may, however, engage the Pianist of their choice to play any of the Pianos.**

The Chapel does not provide audio-visual aids. Clients are free to engage suppliers of this service for their events or bring their own where available.

Clients may also be allowed to leave items inside the Chapel before the booked event period provided that the Chapel is available and the drop off can be done between the hours of 8:30 a.m. and 4:30 p.m. **All such arrangements must be made with the Chapel Desk.**

All equipment and audio-visual aids brought to the Chapel for use must be immediately removed following the event. Clients may, however, negotiate with the Chapel Desk for any additional time to remove the items BEFORE an event is held.

**Absolutely no equipment and audio-visual aids brought to the Chapel for use should be left at the Chapel premises without a prior arrangement or approval of the Chapel Desk. Please also note that the Chapel will not be liable for any loss or damage to equipment and/or audio-visual aids left on the property by organizers, clients and/or patrons.**

## 27.0 Decorations and Special Effect Materials

**As a National Monument, the Chapel must be treated with due respect and care. We therefore expect that as clients decorate the facility for their events, every effort will be made to ensure that the building and its facilities are used with the greatest care.**

Clients are able to decorate the Chapel as desired but should be sure to verify all decoration arrangements with the Chapel Desk to ensure that they are within the Chapel's policies before proceeding especially if not explicitly stated below. The Chapel's decorating rules are as follows: -

- i. Affixing tape to any painted surface is prohibited.
- ii. The use of staple guns, thumb tacks, glue guns or anything which can damage the Chapel pews and doors are strictly prohibited. Only masking tape or painter's tape should be used to secure decorations.
- iii. Candles may be used as long as all flames are enclosed in a non-flammable container. The use of open flame candles is prohibited.
- iv. Fireworks and other explosive effects which could have a potentially adverse effect on the building and/or its occupants are strictly prohibited.
- v. Confetti, Flowers, Rice, etc. may be used but must be cleaned up immediately following the event.
- vi. All decorations must be removed from the Chapel as soon as the ceremony is completed.

Once the Chapel is free, additional time may be provided for decorating **at no additional cost** once undertaken between 11:00 a.m. and 3:30 p.m. (except on Tuesday and Public Holidays).

**The Chapel will not be responsible for decorations left behind following the completion of an event.**

## 28.0 Banners/Signs

Banners/signs can be placed at the Chapel under the conditions outlined in Section 29.0 above.

## 29.0 Support Services

Our Chapel Desk would be delighted to assist you by providing referrals for the following services:

- i. Photography
- ii. Videography
- iii. Decoration
- iv. Wedding Planners
- v. Musicians
- vi. Officiants
- vii. Marriage Officers
- viii. Organists
- ix. Florists

*See the Attachment to the Chapel User Guidelines for such information.*

## 30.0 Officiating Ministers

Clients requiring an Officiating Minister for their celebratory/special service at the Chapel are required to use one of the Chaplains attached to the University to officiate their service. *See the*

*Attachment to the Chapel User Guidelines for the list of Chaplains attached to the University Chapel and their respective contact details. The use of a Chaplain to officiate services comes at an additional cost. See the Chapel Fee Schedule for further details.*

Persons seeking to secure the service of a Chaplain is required to liaise with the Chaplain directly to determine their availability to perform the duties. Once s/he is able to serve as Officiant/Marriage Officer, the client at the time of applying for the use of the Chapel must obtain and submit the written consent to officiate the service along with the completed Chapel Application Form (Form 2).

### 31.0 University Chaplains

The University Chaplains are religious leaders and volunteers assigned by his/her denomination to help to develop and maintain the spiritual agenda for the UWI, Mona Campus Community. The University Chaplains are from selected denominations within the island of Jamaica and are able to offer religiously neutral spiritual guidance and pastoral counsel to clients.

### 32.0 Marriage Officers

Clients interested in using the Chapel for weddings must be sure to engage a Marriage Officer and not just any Minister of Religion. Additionally, Chapel Form 2 must be completed with the name of Marriage Officer who will be officiating the wedding along with their official government issued Marriage Officer Stamp or identification card. In instances where the wedding will be officiated by a Minister who is not a Marriage Officer, s/he must be accompanied by a Marriage Officer to complete the relevant forms. The names of both the Officiating Minister and Marriage Officer must be included on the Chapel Application Form (Form 2).

Clients wishing to engage any of the University Chaplains who are Marriage Officers to officiate their wedding are expected to make these arrangements directly with the Chaplain of their choice and include the information on Chapel Form 2 at the time of applying. The use of a Chaplain to officiate services comes at an additional cost. *See the Chapel Fee Schedule for further details.*

### 33.0 Marriage Public Notice

Marriage Public Notice does not need to be placed at the University Chapel. It should be placed on the Marriage Officer's door or outer wall of his office for seven consecutive days. If the couple does not belong to the Marriage Officer's base church, the notice may be placed on the notice board of either of the couple's member church.

### 34.0 UWI Alumni Registration and Membership Card

UWI Graduates have the pleasure of obtaining user discounts for the Chapel once they have officially registered for UWI Alumni Association (UWIAA) Membership. Graduates are therefore encouraged to show their Pelican Pride by registering for membership with the UWIAA to receive this and many other Pelican Perks. Persons who have not yet registered for UWIAA Membership may do so by visiting <https://www.uwi.edu/alumnionline/membership/sign-up> to sign up. Graduates may also register at the Chapel Desk by completing the UWIAA Membership application form and leaving their cash payment for a UWIAA Representative to pick up at a convenient time. **The Chapel Desk will not be responsible for any lost or misplaced payments.**

### 35.0 Use of the University's Coat of Arm

Clients desirous of using the University's Coat of Arms in the promotion of their event must first obtain approval from the University before proceeding. Such requests must be routed through the Chapel Desk.

### 36.0 On-Campus Accommodation

Clients requiring on-campus accommodation for their event may contact the Estate Management Department – Housing/Accommodation Section at **1 (876) 935-8209/(876) 970-6136** to explore the possibility of short-term accommodation.

### 37.0 Serving of Refreshments/Repast

**The serving or consumption of meals in the Chapel environs is strictly prohibited.** Only water can be consumed at the Chapel site. Clients wishing to serve refreshments should advise the Chapel Desk with adequate notice so that arrangements can be made for a separate site.

### 38.0 Security Services

The unarmed Security guards provided by the Chapel are usually from the Campus' contracted security providers, Guardsman Limited. The standard security arrangements include the provision of two security guards to monitor the Chapel's entrance and exit barriers. Security guards usually arrive approx. one hour before the booked event start time and remain up to one hour following the booked event end time. Large events may require the presence of additional security guards which will need to be secured at the client's expense. Clients are able to engage private security guards not affiliated with the Campus for their events. However, a point person from that security team must make contact with the Campus Security Office before the event to discuss the security plans for the event. The Campus Security Office can be contacted at **1 (876) 970-6700/970-3232**.

### 39.0 Reception Venue

The Chapel does not currently have a venue for accommodating wedding receptions. Efforts are being made to make this provision possible in the near future.

### 40.0 Sharing Photos and Videos

Chapel clients wishing to voluntarily share photos and videos of their event held at the Chapel may do so via [universitychapelbookings@gmail.com](mailto:universitychapelbookings@gmail.com). In doing so, clients should note that they are granting the University Chapel irrevocable and unrestricted right to use and publish photographs and/or videos in which the client and/or their guest(s) may be included, in official University publications, on electronic platforms (websites, video-productions, etc.) or any other promotional materials/medium deemed fit by the University. The client therefore indemnifies the University from all claims and any liability relating to the said photographs and/or videos.