
General Guidelines Regarding Use of
Dollye Neal Chapel
Midland College

Mission Statement

The Dollye Neal Chapel was created and endowed through the generosity of Dollye Neal Ballenger as “a place apart” on the Midland College campus for staff, faculty, students, supporters and officials. The Chapel has no religious affiliation and is open on weekdays, and weekends to all providing a proper setting for private meditation, reflection, and a venue for small events such as weddings and student/faculty meetings suited to the Chapel’s special environment.

Midland College is sensitive to the issues surrounding separation of church and state. The College will take such action as is necessary to avoid even the appearance of the establishment of a church.

Midland College is an equal opportunity employer/educator.

The following guidelines apply and must be adhered to by anyone seeking to use the Dollye Neal Chapel:

I. Reservations/Scheduling:

- A. A tentative reservation date may be arranged by telephone or email. The individual who assumes responsibility for licensing the use of the Facility must read these guidelines, sign the License Agreement for Use of Dollye Neal Chapel, attach the necessary license fee and deposit, and return the executed Agreement and deposit to the address noted in the Agreement before a reservation date can be officially confirmed.
- B. After the reservation date is confirmed, the College will coordinate the use of the Chapel with the individual indicated as the “User” in the Agreement.
- C. Unless other arrangements are made, the Chapel will be opened one hour before and locked one hour after the conclusion of the event.
- D. The User should contact the Chapel Director or the campus police to have the Chapel opened or closed. The Chapel will be open on weekdays/weekends according to college procedures and will close at 7 p.m. each weekday/weekend. The Chapel will be closed on College holidays, unless prior arrangements have been made.
- E. All reservations require a one-month notice.

II. Rates, Deposit and Corresponding Fees

- A. A \$100 (cash or credit card) refundable deposit is required at the time of reservation. The \$100 deposit will be refundable if the Chapel and the surrounding grounds are left clean and with no damage at the conclusion of the event.
- B. All license fees must be paid 3 weeks prior to the event.
- C. The license fee for a wedding is a \$200 minimum for up to 5 hours of use, inclusive of rehearsal time. Each additional hour is \$50.
- D. Other events are charged as followed: Non-Profit: \$50 per Hour (2 hour minimum). Profit: \$65 per hour (2 hour minimum).
- E. Midland College Clubs/Faculty Sponsored events may be scheduled at no charge. *A deposit is required from departmental budget center.*
- F. Refunds: 50% of fees will be refunded if a 48-hour (inclusive of one college business day) cancellation notice is given in writing to the Chapel Director.
- G. College employee rates for use of the Chapel are ½ of the above listed license fees, if used by/for immediate family. All other rentals are at regular rates.
- H. All fees should be paid to Midland College.
- I. No refunds for unused time (2 hour minimum) will be made.
- J. Fees do not include sound system or other forms of multi-media equipment.

III. Decorations

- A. If available, the Facility may be decorated 1 day prior to the scheduled event. These arrangements must be made with the Chapel Director in advance.
- B. Candles may be used if provisions are made to protect the surface where they are placed. Candles may not be lighted for over one hour unless protective covering is used. The User is responsible for removing any wax that may drip on any surfaces. Dripless candles are preferred.
- C. Absolutely no alterations to the physical property or equipment in the Chapel are permitted, including hanging objects from the ceiling. Nothing that may damage the walls or other surfaces will be allowed, including nails, tacks, or tape.
- D. Plants may be used only when protective material to prevent moisture from damaging surfaces is used.
- E. All decorations must be removed promptly after the event.
- F. No rice, birdseed, bubbles, sparklers or silly string is allowed inside or on the grounds of the Chapel.

IV. General Policies

- A. The Chapel will not be used as a regular meeting place for any organization, group, or User. A specific group or User may use the Chapel no more than 6 times per calendar year, and no more than once a month.

- B. Midland College Clubs and Faculty may not use the Chapel for routine meetings or events.
- C. The College reserves the right to deny the request of any individual or group to use the Chapel at the College's discretion.
- D. Groups using the Chapel are expected to leave it in a clean and sanitary condition. A supervised walk-through will be done at the end of the event.
- E. All use of the Chapel, except for individual meditation times, must be scheduled with the Chapel Director's office.
- F. Non-College events (including weddings) will be scheduled around College events.
- G. It is the responsibility of the User to make all arrangements regarding use of the Chapel (including equipment rental).
- H. The Chapel Director must approve all advertisements, posters, flyers, or other marketing materials for any event held at the Chapel prior to distribution or display.
- I. A dressing area will be opened at the designated starting time and locked promptly at the closing time of a scheduled ceremony or event. It is the responsibility of the User to make certain that the area is cleaned and returned to the College in the same condition in which it was found.
- J. The College is not liable for any personal injury in the Chapel or on the grounds of the Chapel.
- K. The College is not liable for any personal articles that may be lost, damaged or stolen at the Chapel.
- L. The individuals or group reserving the Chapel must immediately report any damage found upon arrival or that may have occurred during the use of the Chapel.

Midland College policies that are applicable to all facilities on campus are also applicable to use of the Chapel. These requirements include without limitation the following restrictions:

- No smoking is allowed in or on the grounds of the Chapel.
- No alcoholic beverages are permitted in or on the grounds of the Chapel.
- No food or beverages are allowed inside the Chapel.
- No animals other than those that assist disabled individuals are permitted in the Chapel.

Return signed Agreement with appropriate fees to:

Chapel Director
Midland College
3600 N. Garfield
228 Fasken Learning Resource Center
Midland, Texas 79705
(432) 685-4770