

St. Katharine Drexel Chapel Xavier University of Louisiana Policies and Guidelines

General Policies

1. The St. Katharine Drexel Chapel is used only for religious/sacred events in the Catholic/Christian tradition.
2. The primary use of the Chapel is for the Xavier University Community.
3. The usage calendar is determined by the Office of Campus Ministry (OCM).
4. Xavier Requests to use the chapel are initiated through the Office of Campus Ministry (504.520.7593)
5. **Non-Xavier Requests to use the chapel are initiated through the Events Office (504.520.7575.)**
6. All Retreats, Revivals, and Sacramental rituals (Weddings, Funerals, Communion, etc.) held in the chapel must follow Roman Catholic rubrics.
7. All Prayer Services, Memorials, Concerts or other religious events are to be from the Christian tradition.
8. **No** food or drink is permitted or served inside or outside the chapel, including the hallway, all rooms, and Meditation Garden.
9. No musical or electronic instruments are to be played in the chapel at any time without the express permission of Mr. Dwight Fitch.
10. Only trained persons are permitted to use the lights, microphones, organ and piano.

Guidelines for Decorations and Furnishings

1. Furnishings may not be moved without permission of OCM staff. Additional furniture (wicker, benches, arches, planters, etc.) may not be added. Additional Candelabra are not provided by the chapel, but are allowed in the sanctuary. Votive candles in glass containers and free standing candle torches are not allowed. No candle drippings may contact the floor or furnishings.
2. The following are considered to be inappropriate for use: artificial flowers or plants, electric candles, balloons or caged birds. We also do not permit the use of live or artificial trees, large columns or pillars in the center aisle.
3. No pots, vases, designs, flowers, candles, or decorative material of any kind can be placed on the communion/altar table.
4. No tacks, staples, nails, pins, screws, tape or any similar items should be driven into or attached to the walls, floor, or furnishings.
5. Any decorations attached to the end of the pews must be attached with string, plastic pew clip or hung carefully with coated or wrapped wire, elastic bands or pipe cleaners. Tacks, staples or tape of any kind may not be used to attach decorations to the pews.

6. No garland, ribbon or cloth may be suspended from pew to pew as this inhibits the movement of guests for communion or in the case of an emergency.
7. Aisle runners of any type must have plastic underneath.
8. All decorations must be removed by the end of the reserved event time.
9. No balloons, rice, flower petals, confetti or anything similar is to be tossed/used inside or outside the chapel. Please note that bubbles and sparklers are expressly prohibited.

Special Regulations for Weddings and Funerals—Ordinarily only on weekends due to parking considerations and other uses of the Chapel

1. All listed above under are to be followed.
2. The celebrant must be a Roman Catholic priest or, when appropriate, Deacon.
3. The person requesting the event must make arrangements with the celebrant prior to contacting Xavier.
4. The celebrant takes responsibility to assure that the event is properly recorded in the parish of record.
5. For Weddings:
 - The bride or groom must be Catholic.
 - The couple must provide documentation of involvement in Pre-Cana preparation at least three months prior to the wedding and completion of Pre-Cana at least two weeks prior to the wedding.
 - Rehearsals (limited to 1 hour) are held on the evening prior and the celebrant must be present.

**St. Katharine Drexel Chapel
Xavier University of Louisiana
Fees**

Fees listed are for events of less than 3 hours not sponsored by a Xavier Department or Office.

Except in the case of funerals, a contract with a non-refundable 50% deposit must be signed at the time of scheduling the event. Full payment is due 6 months prior to the event.

Sacred Concerts, Lectures, Memorials, Readings, etc. \$1500.00

Weddings: \$2,000.00

***(Exceptions: for a current Xavier faculty, staff, or student--\$700
for an alumnus/alumna--\$1,000)***

Funerals: \$500.00

***(Exceptions: current employee or student—no cost
for an alumnus/alumna--\$250)***