

# BATTELL CHAPEL

YALE UNIVERSITY

Gale Iannone, Facilities Coordinator  
Office of the Chaplain, Bingham Hall, Entry D  
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## **UNDERGRADUATE GUIDELINES FOR THE USE OF BATTELL CHAPEL**

Please read these guidelines carefully and keep them for your reference.

Battell Chapel is a worship space. Its main construction was completed in 1876 and expansion to the south wall done in 1893. Seating capacity of 1100. It is not suitable for dramatic presentations requiring extensive scenery or lighting.

- The Chapel is available to undergraduate singing groups during the academic year from 7:00 p.m. until 10:00 p.m., with the approval of the Chaplain's Office.
- Rock concerts are not permitted.
- Scheduling is done through Gale Iannone in the Chaplain's Office located in Bingham Hall, Entry D; phone 432-1128, Monday-Friday 10:00 a.m. to 3:00 p.m.
- A completed application signed by the Dean of Student Affairs must be submitted before the reservation will be confirmed.
- Use of Battell Chapel is entirely at the discretion of the University Chaplain.

### **Regulations**

1. Failure to adhere to any of the following regulations will result in a three-year suspension of your group's use of Battell Chapel and a report will be sent to the Yale College Dean of Students.
2. There is to be no smoking, eating or drinking of any kind in any part of the Chapel. Groups will provide their own ushers to enforce this policy. This is to be monitored throughout any performance or rehearsal by the sponsoring group and the House Manager/Custodian. Failure to do so may constitute a fine or the denial of access to the building in the future.
3. An authorized House Manager/Custodian will be present for all performances and rehearsal times in the Chapel.
4. One House Manager/Custodian and at least one University Police Officer will be scheduled for each event by the Chaplain's Office.
5. If there are back-to-back bookings, the later group may not enter until given clearance by the House Manager/Custodian.
6. Renters are required to clear the Chapel (all parts of the main worship area as well as the Lovett Room, if used) of equipment, trash and programs. Should additional cleaning to the Chapel be deemed necessary by the Chaplain's Office, the cost will be billed to your organization. Since events usually occur at night and/or on weekends, these charges will be substantial.
7. No items may be sold at the event.

**Fees: \$800 for Undergraduate Groups**

1. Rental fee covers one rehearsal date and one performance date; includes House Manager/Custodian services, Yale University Police, use of piano and use of equipment as outlined below.
2. Additional rehearsal dates of no longer than 3 hours will be charged a \$100 rental fee; includes monitoring by a House Manager/Custodian.
3. Additional performance dates will be charged a \$700 rental fee; includes House Manager/Custodial services, Yale University Police, use of piano and use of equipment as outlined below.
4. Additional rental time past 10:00 p.m. in circumstances outlined in 1, 2 or 3, will be billed out at \$100.00 per hour or fraction of an hour
5. During the month of December, only one rehearsal will be allowed.

**Additional Fees will be charged for:**

- Piano tuning: \$125

**Fees are due at the time of booking.**

*Checks are to be made payable to: **Battell Restoration Fund***

**Equipment**

- The following equipment normally resides in Battell Chapel and is available for use:
  - 1 baby grand piano
  - podium and microphone
- The following equipment is to be used ONLY with permission arranged prior to the performance:
  - audio equipment
  - the Chapel organ
- Choral risers and addition lighting equipment are not available.

**Cancellation and Refund Policy**

- If you have to cancel the event, you must call the Chaplain s Office as soon as possible to release the date.
- **If the Chaplain s Office is not notified of your cancellation at least one (1) month prior to your reserved date your fee will not be refunded.**

## **Application Procedure**

The University Chaplain's Office is the sole scheduling agent for Battell Chapel. Inquiries may be addressed to the Facilities Coordinator, University Chaplain's Office, at the address and telephone number listed above.

- The applicant must return a completed application form to the Facilities Coordinator at least two weeks before the event. It is the responsibility of the applicant to obtain the necessary signatures on the application BEFORE an event will be considered eligible for booking.
- Groups must obtain all the required signatures listed (Fire Marshal, University Police, and Dean of Student Affairs) before returning the form.
- The return of the completed form, along with any required payments in full, is a group's only guarantee that Battell is reserved for its use at the date and time specified.
- The applicant for the group must be present during all performances and rehearsals and agrees to be responsible for adherence to all of the rules governing the use of the Chapel. Alternatively, the applicant may designate, by name on the form, a person who will fulfill these responsibilities.

## **Conditions of Use**

1. No one may be denied entrance to the Chapel because he or she cannot pay an admission fee.
2. There can be no structural changes in the building (i.e., the addition of a stage, removal of pews, etc.). Choir risers, music stands, etc. may be brought in but must have a protective barrier against the floor. No tape or nails may be used in the building. Identifying banners may be hung by string. No derogatory banners may be hung.
3. In accordance with the Fire Marshal's regulations, free access to all exits must be maintained. No one may sit or stand in the aisles during an event.
4. The Chaplain's Office (or attendant Campus Police or Fire Marshal) reserves the right to determine when the building is full and to refuse admission to additional people.
5. The building's lighting system is adequate for most events. If you feel that you will need extra lighting, please have your designated lighting person check with the Chaplain's Office at least two weeks before the event. If you want the lights turned on, off or changed during an event, you must have your own lighting person to do that. He or she should check with the Chaplain's Office before the event and also coordinate access to Battell with the Custodian.
6. The Chapel's sound system is not available for use without permission. For special sound needs we suggest contacting the Yale Audio-Visual Department, 432-2650, who can suggest sound rental companies.
7. The sponsoring group is responsible for any damage to the building or its furnishings during the time it is being used. The group is also responsible for all personal articles and possessions as well as any instruments left in the Chapel.

8. If the balconies are used at night, we ask that you have monitors at the top of each set of stairs to assist people. The pitch of the stairs is quite steep and the lighting minimal.
9. After an event, the Battell House Manager/Custodian is responsible for cleaning the building to the point at which it was lent and to check that all is in order. However, the sponsoring group must designate a minimum of one or two people to assist the custodian in closing up Battell, for the safe storage of items to be left, to remove extra programs, music folders, etc., and to receive any lost and found items. The Chaplain's Office will not be responsible for lost and found items. We suggest that you print in your program a number which people may call for lost and found.
10. There can be no hard sell of memberships, records, literature, etc. inside the Chapel.

The Chapel is closed to **Fees are due at the time of booking.**

*Checks are to be made payable to: **Battell Restoration Fund***

11. use during Holy Week (Palm Sunday — Easter), Rosh Hashanah and Yom Kippur. Special arrangements may be necessary for its use when the University is not in session.
12. Because of its use for University Public Worship, Battell is unavailable to groups on Sundays until 2:00 p.m. (concerts, etc. should not be scheduled before 3:00 p.m.).
13. All publicity must clearly state a number that the public may call for information about an event. The Chaplain's Office is not responsible for calls regarding ticket prices, seating, parking, directions, etc. We will be as helpful as we can in emergency calls.
14. If need be, a funeral or memorial service may preempt a rehearsal.
15. If you must cancel an event, please contact the Chaplain's Office as soon as possible.

## **WARNINGS**

- Battell Chapel is not responsible for the safety or security of any items left in the Chapel before a performance. Likewise, all props, musical instruments, music stands, chairs, tables, or any other type of equipment used by groups or individuals for their event, **MUST BE REMOVED** in a timely fashion following the conclusion of that event. Any items still remaining in Battell Chapel after the performance date will be disposed of at the discretion of the Battell Office, without further notice.
- **NO ALCOHOL OR DRUG USE WILL BE TOLERATED IN BATTELL CHAPEL.** If there is evidence of this activity the event will be halted by Yale Police and the Chapel will be cleared. Further action will be determined by the

## Attendance

Battell Chapel has a maximum capacity of 1100. The Fire Marshal's Office may elect to have someone present at the event. They will also determine when the building is full, and refuse admission to additional persons.

## Facilities

Seating capacity:

- Main floor — 700
- Balconies — 400

- Publicly accessible areas include:
  - The main floor and balconies
  - Bathrooms are located in the basement, stairway located at the rear of the Chapel.
  - A handicapped bathroom is located on the main floor at the base of the front balcony stairs (see Floor Plan).
- Upon application, the Lovett Room (in the basement) may be used as a green room for visiting performers. No drinks other than water are permitted. If the room is used, a monitor should be stationed at the door to the basement corridor to insure the privacy of the performers.
- The room to the right of the Chapel is a working sacristy (kitchen), for use only by the custodian or in conjunction with a worship service.
- Large choirs, etc. are asked not to block the basement corridors preventing access to the bathrooms. This is particularly important during intermissions.
- Air conditioning —at the present time there is NO air conditioning system in Battell Chapel. There are floor fans that can be used, if needed, during the warmer months.
- There is no space in Battell for a reception.

## Handicapped Access

- Handicapped access — by way of the Old Campus through Phelps Gate (see Floor Plan)
- Access to handicapped areas (see Floor Plan) **MUST BE KEPT CLEAR OF ANY OBSTACLES AT ALL TIMES.**
- Set-up or storage of any staging, props, musical instruments, etc. will not be allowed in these areas.

## **Furnishings**

### **Apse area:**

- The cross and hangings on the pulpit and lectern may be removed by the House Manager/Custodian and put in a safe, secure area. They should be put back in place after the event.
- The eagle lectern and other furnishings in the apse cannot be moved.
- The group may not take down any liturgical banners. If you want them removed, please indicate that on the form, and the custodian will take them down.

### **Main area, floor:**

The table altar is not to be used. If a table is needed, there are several in the Chapel. Please indicate the need for a table on the application and be prepared to have people, under the direction of the custodian, dismantle and move the altar to a safe, secure area. The group is also responsible for resetting the altar after the event.

### **Organ:**

Inquiries about the use of the organ must be addressed to the University Organist, Prof. Thomas Murray (432-5183). If Prof. Murray's time is required (or the time of the University Chapel Organist, Kola Owolabi) for instruction on the use of the organ, a \$50.00 fee will be charged. When necessary, a key to the organ will be made available to a guest organist from the Chaplain's Office during business hours.

### **Old Campus — Elm Street lobby:**

- Literature may be displayed on the radiator covers and long table in place. Ticket sales may be conducted at a small table in the lobby. There is room for only one such table, which the group should provide.
- The major considerations in this area are the narrowness of the lobby and the absolute need to maintain free access to the exits and the interior of the Chapel.
- The Old Campus vestibule outside the lobby may be used for ticket sales, displays, etc. Groups should bring any necessary tables and chairs.
- There are no music stands or straight-backed armless chairs in the Chapel. Each group should plan to furnish these.
- For music groups, a protective floor covering is strongly recommended. Stands, chairs, instruments, etc. must be lifted into place, not dragged across the floor. Horn players should be prepared to knock out their instruments on something other than the floor.
- The hymnals are to remain in the hymnal racks, whether or not they are used.
- Please do not stand on the pews or sit on the backs of the pews. We ask that your ushers monitor this for the duration of your use of the Chapel.

## **Emergencies During Use**

In case of an emergency (fall, heart attack, etc.), during your use of the Chapel, the group's manager should immediately call 111. A phone is located in the Lovett Room.

## **Fire Alarm System**

- Battell is equipped with smoke sensors and a fire alarm system which will automatically alert Campus Police and the fire department. If the alarm goes off, a red light underneath the Woolsey windows (mid-center balcony) will flash. The person in charge of the event should be seated where he or she may see that light and, if it flashes, calmly direct the immediate evacuation of the building. Persons in wheelchairs are given priority.
- Campus Police and/or the fire department will decide when people may re-enter the building and direct their doing so. The sponsoring group is responsible for any fines levied for a false alarm if it has not adequately monitored the building.

## **DIRECTIONS TO BATTELL CHAPEL**

Corner of College and Elm Streets  
New Haven, CT

### **By Train**

Amtrak and Metro-North Commuter lines service New Haven. Metro-North runs every hour from Grand Central Station in New York City. If you are coming from points other than New York, you should use Amtrak. Upon arrival at Union Station in New Haven take a cab to Battell Chapel.

### **By Bus**

Greyhound services New Haven. Take a cab from the bus station to Battell Chapel.

### **From North or South on I-95 (East-West in CT)**

At New Haven, take I-91 North towards Hartford/Springfield (from the South this will be a left-lane exit). From I-91 take Exit 3, Trumbull Street. At the end of the exit go straight. Follow Trumbull Street to Prospect Street and take a left on Prospect. Continue straight. Prospect becomes College Street. Look for Elm and College and park on the street.

### **From the North on I-91**

At New Haven, take exit for Trumbull Street. At the end of the exit go straight. Follow Trumbull Street to Prospect Street and take a left on Prospect. Continue straight. Prospect becomes College Street. Look for Elm and College and park on the street.

### **From Merritt/Wilbur Cross Parkway**

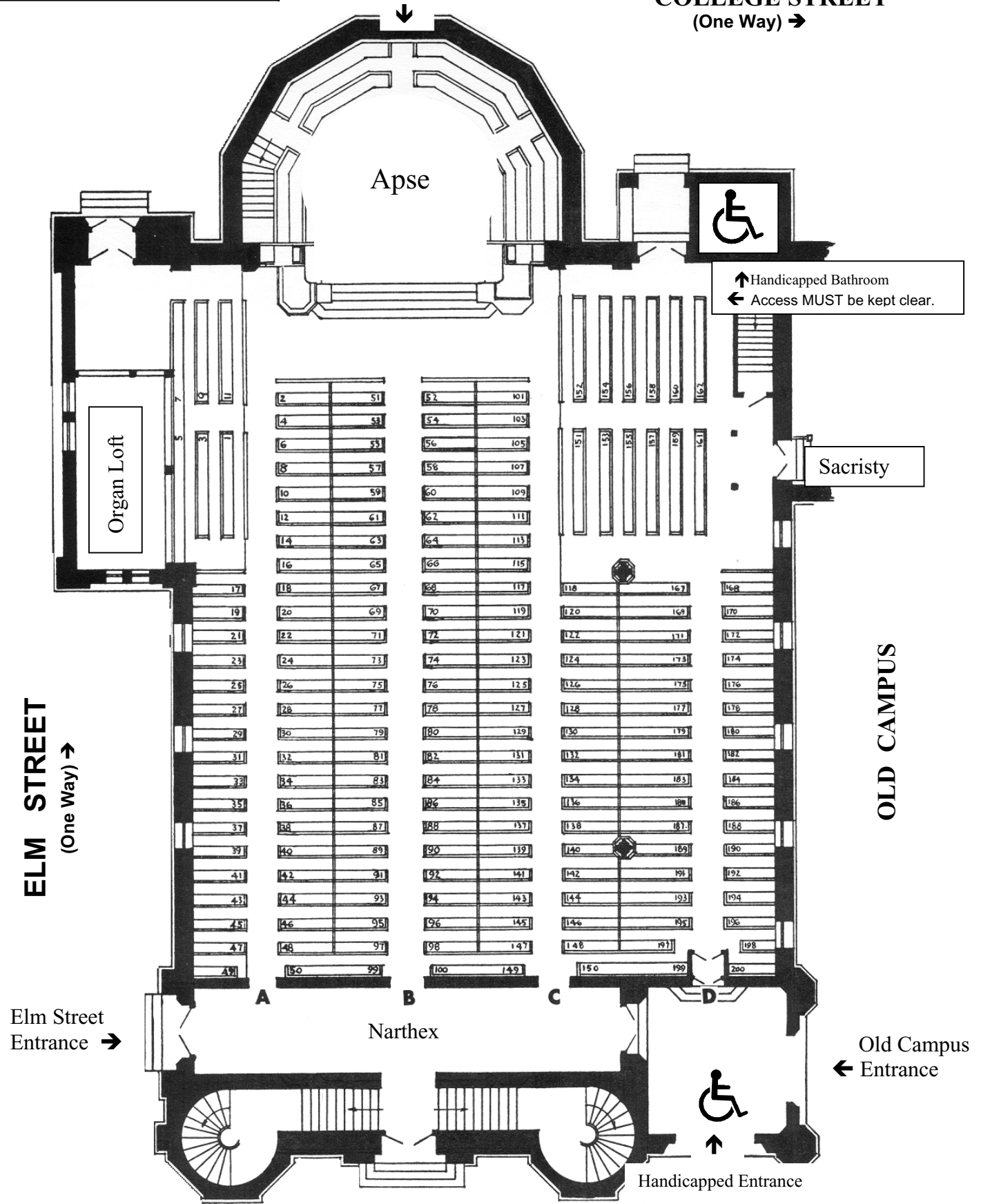
Take Exit 61 Whitney Avenue. At the end of the exit turn south on Whitney Avenue towards New Haven. Follow Whitney Avenue to Grove Street and take a right. Take your next left on College. Follow until College and Elm intersection. Look for parking on the street.



# BATTELL CHAPEL FLOOR PLAN

Lovett Room located underneath the apse. Street Level Entrance

COLLEGE STREET  
(One Way) →



**INVOICE #** \_\_\_\_\_  
(To be assigned by Battell Office)

Group/Sponsor \_\_\_\_\_ Email \_\_\_\_\_

Name of Speaker/Performer \_\_\_\_\_

**Date of EVENT** \_\_\_\_\_

Set-up time \_\_\_\_\_ **Time of EVENT** \_\_\_\_\_ Clean up time \_\_\_\_\_

**REHEARSAL** dates & times \_\_\_\_\_

Is this a **free event**? \_\_\_\_\_ Price of admission/donation \$ \_\_\_\_\_ Anticipated number in audience \_\_\_\_\_

Sound \_\_\_ Extra lighting \_\_\_ Risers \_\_\_ being handled by \_\_\_\_\_

Use of Piano \_\_\_\_\_ Use of Organ \_\_\_\_\_ Use of Lovett Room \_\_\_\_\_

Chargeable Extra(s) \_\_\_\_\_  
(See page 2, Fees for Special Requests)

As a representative of \_\_\_\_\_, I have read through all the guidelines and agree to the conditions governing the use of Battell Chapel and agree to be responsible for the orderly use of the Chapel as detailed in the Guidelines for the Chapel.

\_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Designated Person in Charge of Event

\_\_\_\_\_  
Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_

**ALL YALE STUDENT GROUPS must have this form signed by University Police, the Fire Marshal, and the Dean of Student Affairs before returning it to the Chaplain s Office. Please allow enough time so that the signatures may be obtained and the form returned no later than two weeks before the event.**

\_\_\_\_\_  
Chaplain s Office — Facilities Coordinator

\_\_\_\_\_  
Fire Marshal, 314 Prospect St., 432-9923

\_\_\_\_\_  
University Police, 98-100 Sachem St., 432-4400

\_\_\_\_\_  
Dean of Student Affairs, 110 SSS, 432-3907

**FOR OFFICE USE ONLY**

\$ \_\_\_\_\_ Rental Fee  
\$ \_\_\_\_\_ Fee for Extras (if any)  
\$ \_\_\_\_\_ Total                      Paid \_\_\_\_\_