

**Messiah University**  
**Chapel Setup and Practice Procedure**  
**November 2023**

*Policy:* Campus Ministries, Conference & Events Services and Campus & Building Services will partner together to provide and communicate the needs of performance groups assisting with Chapel who need practice space during the night of chapel setup.

*Objectives:* Designed to provide the time and space for Campus & Building Services and Conference & Events Services to setup furniture and equipment necessary to ready the space for Chapel to occur, while providing a safe and unimpeded area for performance groups to practice.

*Procedure:* Campus Ministries will send detailed setup and technical information for all Tuesday/Thursday Chapels to Conference & Events Services no later than 3:00pm the day before the chapel. In the event Conference & Events Services does not receive information by 3:00pm, a generic Event Description will be created (at the discretion of Conference & Event Services) and sent no later than 5:00pm. Campus Ministries must accept the set-up as indicated on the Event Description; no additions will be made.

Step            Action

1. Campus & Building Services will setup for Chapel regularly on Mondays and Wednesdays from 9:00-10:30 p.m. Situations occasionally exist that cause a setup to end as late as 11:15pm.
2. The Sound and Lighting crew will setup for Chapel regularly on Mondays and Wednesdays from 9:30 – 10:30 p.m.
3. Groups will not be permitted to enter the gym while Campus & Building Services has chair stringing lines out and while the stage pieces are not locked together.
4. Performance Groups may request practice time on the night before a Chapel from the Worship Ministries Pastor.
5. The Worship Ministries Pastor will notify the Sound and Lighting Coordinator and the Campus & Building Services Second Shift Supervisor via email of this group's practice.
6. Under normal circumstances the group will be permitted to practice at 11:00 p.m. or when the setup is complete.
7. Groups may request to practice earlier than 11:00 p.m. but not earlier than 10:30 p.m. These requests must be made by 4:00 pm on the day of the setup. Both the Sound and Lighting Coordinator and the Campus & Building Services Second Shift Supervisor must agree to the early practice time. Both Campus & Building Services and Sound and Lighting must agree that the gym is safe before a group may enter to conduct a practice.
8. If a group enters the gym before the setup is complete, the leader of either the Sound and Lighting crew or the Campus & Building Services crew will ask them to leave one time. If the group does not leave, Dispatch will be contacted and Safety will handle the request to exit the gym.

**Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standard.**

Scott Zeigler, Form  
Creator Signature

Electronically signed by Scott Zeigler on 10/19/2023 1:16:28 PM

Dean of Students  
Signature

Electronically signed by Doug Wood on 10/20/2023 10:39:29 AM

Worship Ministries Pastor  
Signature

Electronically signed by douglas curry on 10/23/2023 9:38:29 AM

Director of Safety  
Signature

Electronically signed by Bryce Wickard on 10/30/2023 11:08:43 AM

Sound, Lighting & Event  
Coordinator Signature

Electronically signed by Joseph Brown on 10/19/2023 4:24:43 PM

Director of Facility  
Services Signature

Electronically signed by Bradley Markley on 10/19/2023 1:59:50 PM

Director of Conference &  
Event Services Signature

Electronically signed by Jody Brandt on 10/19/2023 8:27:18 PM

Assistant Director of  
Buildings and Grounds  
Signature

Electronically signed by Mark Graybill on 10/19/2023 1:51:37 PM

Campus & Building  
Services Manager  
Signature

Electronically signed by Laura Price on 10/23/2023 9:04:00 AM

C&BS Assistant  
Manager, 3rd Shift  
Signature

Electronically signed by Theresa Day on 10/19/2023 7:56:15 PM

C&BS Supervisor,  
Academic Buildings  
Signature

Electronically signed by Renee Feather on 10/23/2023 10:44:18 AM

C&BS Supervisor, 2nd  
Shift Signature

Electronically signed by Laura Minoglio on 10/19/2023 2:14:46 PM