

Oberlin College & Conservatory

Finney Chapel Use Policy

Policy Title: Finney Chapel Use Policy

Responsible Position for Policy: Finney Building Manager

Office/Department Responsible for Policy: Student Union

Division Responsible for Policy: Student Life

Original Issue Date:

Last Revision Date: 05/2020

Log of Previous Revisions: 01/2020

- I. **Policy Purpose:** Explain use of scheduling Finney Chapel
 - II. **Policy Statement:**
 - III. **Policy Scope/Eligibility:** Faculty, Staff, Students, Guests
 - IV. **Administration:** Finney Building Manager
 - V. **Procedures:**
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Finney Chapel Specifications:

College sponsored events: Wilder Scheduling (ext. 58106)
Non-college sponsored events: Conference Services (440-775-8730)
Location: 90 North Professor Street.
Maximum capacity 1260
Two grand pianos (used with Conservatory permission only)
Large pipe organ (used with Conservatory permission only)
All set-ups of risers, furniture, or equipment is to be done by the Fac Ops UAW workers.
Food and drink are prohibited in the Chapel. Food is permitted in the dressing rooms in the basement, only.
All non-Conservatory sound is provided by the Student Union Concert Sound department or outside professional sound companies, Student Union Concert Sound gets first refusal.

During the academic year scheduling for Finney is handled through the Scheduling Manager in the Student Union. Written approval must be secured before contracts are signed or publicity is distributed.

Scheduling non-college sponsored events during the academic year is prohibited. Exceptions to this may be break weeks, or holidays. Staffing must be secured before any event is booked in Finney. All non-college sponsored events must first go through Conference Services, who in turn forwards the request to the Student Union for approval. Contracts may not be signed without written confirmation that the Chapel was scheduled. These events must have a responsible member of the College community in attendance.

Outside production companies are prohibited from using Finney Chapel.