

# Battell Chapel Guidelines for Rental and Use



## Who can reserve the Chapel and for what kind of events?

### Yale University Renters:

The Chapel may be reserved by:

- Yale Religious Ministries member groups
- Yale departments
- Yale colleges and schools, and
- recognized Yale student groups.

Different fees and policies may apply to different types of groups.

The department or group reserving the Chapel assumes full responsibility for the Chapel during the time they have it reserved.

*The Chaplain's Office reserves the right to refuse to rent the Chapel to groups who have violated rental policies in the past.*

### Outside Renters:

The Chapel may be reserved by:

- Tax-exempt and non-profit organizations outside the university
- Individuals holding weddings or memorial services

All non-Yale-departmental and individual users will need to complete the ***Application for the Use of Battell Chapel*** and purchase insurance or provide proof of insurance (see page 2, section 3).

### Appropriate Use:

Battell Chapel is sacred space for many religious groups on campus, who have services there every week. The Chaplain's Office reserves the right to refuse rental to uses which are inappropriate for a sacred space. Renters are asked to use their discretion when planning their programs in Battell Chapel.

### History:

Battell Chapel was constructed as a memorial and was built in 1874-76. Designed by Russell Sturgis, Jr., it is in the high Victorian Gothic style. It is the third Yale chapel, the previous two having been demolished. It was the site of required daily worship for the young men of the College until 1926, and thereafter for regular voluntary services for the Church of Christ in Yale, as well as other university events. Today the Chapel is in constant use by the University Church in Yale, Yale groups of many different religious traditions, the Institute of Sacred Music and other university departments and groups. The Chapel was restored to its original Victorian Gothic decoration in 1984.

Mail: Battell Chapel c/o Yale Chaplain's Office, PO Box 209078, New Haven, CT 06520-9078

Phone: (203) 432-1133 E-mail: [battell.chapel@yale.edu](mailto:battell.chapel@yale.edu) Chapel Location: 400 College St., New Haven

## Procedures for Renting the Chapel

### 1. Check Availability and Fees:

Contact the Yale University Chaplain's Office by phone at 203-432-1133 or via email at [battell.chapel@yale.edu](mailto:battell.chapel@yale.edu) to check availability and eligibility of your event. Please include the name, date and purpose of the event and the anticipated audience size. Staff can answer questions you have and determine the fees.

#### Blackout Dates:

*Holy Days:* The primary use of the Chapel is for religious services. No events will be scheduled during Christian Holy Week (Palm Sunday through Easter), Rosh Hashanah and Yom Kippur, or evenings during Ramadan.

*University Holidays:* Because Yale University is closed, no events may be booked on Christmas Day, New Year's Day or the days in between.

*Academic Calendar:* Yale blocks dates for university events during Orientation, Family Weekend, Bulldog Days, Institute of Sacred Music, Commencement and Reunions.

### 2. Application:

If the date is available, you will then be asked to complete and submit the appropriate rental application. When the rental application and payment arrangements are received, the reservation is confirmed. Non-university users will also need to complete the Battell Chapel License Agreement and purchase insurance or provide proof of insurance (see section 3).

### 3. Purchase or Proof of Insurance:

Any individual or organization that is not a Yale University department, school or college, a recognized member group of Yale Religious Ministries, or a currently recognized student organization at Yale, must purchase an insurance policy or provide proof of insurance coverage to reserve Battell Chapel.

### 4. Police and Fire Marshal Clearance:

Events with an expected audience of 300 or more require approval from the Yale Fire Marshal and Yale Police Department. Additional fees may be incurred in the case that additional security is needed. The Chaplain's Office will coordinate and inform of additional charges.

## Chapel Facilities

### Seating Capacity:

The Chapel seats 544 people on the nave floor and 300 in the balconies, for a total maximum seating of 844, per the order of the Yale Fire Marshal.

*Some seats have restricted views of the front of the Chapel*

### Accessibility:

Access for wheelchairs is via Phelps and High Street Gates, through Old Campus to the Old Campus doors of the Chapel. There are no entrances without steps on the Elm Street or College Street sides of the Chapel. There is one accessible bathroom at the front of the Chapel.

### Air Conditioning:

The Chapel is not air-conditioned and can become very hot during the summer months.

### Organ:

The pipe organ is a 1951 Walter Holtkamp (Opus 1653) electro-pneumatic (Three Manuals and Pedal, 57 Stops, 71 Ranks, 3691 Pipes) instrument. The Transept Organ (Ellen Battell Stoeckel Memorial) and Apse Organ (Thorne Family Memorial) can be played from consoles in the organ loft or on the chancel. The organ was restored in 1984 with the renovation of the Chapel.

*Experienced organists must obtain permission from the Institute of Sacred Music to use the organ (see "Organists and Musicians" section).*

### Parking:

There is no reserved parking for Battell Chapel. There are many public parking spaces (metered) throughout New Haven. Street parking is free on Sundays and many holidays.

### Food and Drink:

No food or drink is allowed, unless a required part of a religious service with prior clearance from the Chaplain's Office. No alcohol may be served or consumed in the Chapel except for explicitly religious ritual use.

### Restrooms:

Restrooms are located in the basement (down the steps from the Narthex). A one-person accessible restroom is located on the main floor at the right front.

## General Building Use Policies

### Structural Changes:

No structural changes are allowed (e.g. adding a stage, removing pews, etc.). Nothing should be nailed or taped to the pews, walls, columns, etc.

### Chapel Assistant:

The Chapel Assistant will be present to unlock the building, turn on the lights, check that the bathrooms are clean, and lock the building when all is finished. The Assistant can also help determine the set-up within the space and be a general problem-solver.

### Set-up/Clean-up:

It is the responsibility of the renter to arrange for deliveries and set-up. After the event is finished, the renter is also responsible for removal of any items brought into the chapel for the event (flowers, programs, decorations, etc.).

### Reservation Timing:

Reservation includes a 4-hour block of time for the day of the event. Additional time for set set-up and/or rehearsals will incur additional costs.

### Furnishings:

Chancel/Apse Area:

- If desired, the *memorial cross* on the apse wall may be removed by the Battell Assistant.

Main Floor area:

- A *Steinway grand piano* is available on the main floor. If the piano will not be used, only the Battell Assistant should move it from the main floor.
- A *movable altar/table* is on the main floor. It can be used only for religious services with prior approval. It can be rolled off the main floor if space is available.
- *Folding chairs*: approximately 70 folding chairs are available for use, located in a storage area near the Chapel kitchen.
- *Podiums*: Two movable podiums and one smaller lectern are available for use if moved by the Battell Assistant.
- *Music Stands*: There are one or two music stands regularly in the Chapel. Additional stands are the responsibility of the renter.

### Audio/Visual:

The Chapel sound system is available to renting groups only if operated by the Battell Assistant or Yale AV Support. It is simple and adequate to spoken voice or solo voices. Stand, lapel (lavalier), and hand-held microphones, plus the microphones built into the pulpit and lectern are available. Digital music can also be played through the sound system by the Battell Assistant, by prior arrangement.

For events requiring more complex sound systems, groups may either bring their own sound systems or make separate arrangements with Yale AV Support (203-432-2650). Approval must be obtained from the Chaplain's Office when making the reservation. Sound systems must be free-standing and not require mounting or hanging.

**Organist and Musicians:**

The University Church organist may be available to accompany a service or can arrange for other university organists to play. Please ask the Chaplain's Office for contact information.

Non-Yale organists must first be approved by the Institute of Sacred Music (203-432-5180) before access is granted or practice time can be booked. Access to the building and the organ must be arranged in advance. Additional rehearsal fees may apply.

The Yale School of Music has many accomplished student instrumentalists and soloists for hire. Inquiries may be made at [yalemusic.info@yale.edu](mailto:yalemusic.info@yale.edu).

## Concerts and Performances

**Large Equipment:**

Prior permission must be given, and prior arrangements made to move any large equipment in or out of the Chapel, including choir risers, large percussion, lighting equipment, sound systems, etc.

**Ticketing:**

There should be no charge for ticketed events without special permission.

**Sale of Merchandise:**

Sale of merchandise in the narthex of Battell Chapel or on Old Campus is not permitted.

## Funerals and Memorial Services

**Yale-related funerals/memorials:**

Usually, the family of the deceased coordinates with the deceased's department, college or school to make arrangements for the service. Often, the Chaplain's Office staff can be of assistance in planning the service. If there is a funeral director involved, please have them contact the Chaplain's Office to coordinate.

## Wedding Reservations

### Religious/Civil Ceremonies:

The Chapel may be reserved for wedding ceremonies of any religion. Civil ceremonies are also welcome. All wedding ceremonies should respect that the Chapel is a sacred space for those who worship there. Same-sex marriages are welcome.

### Wedding License:

If planning a legally recognized wedding, the wedding couple is responsible for obtaining a Marriage License in advance from the Bureau of Vital Statistics of the City of New Haven. Go to: <http://www.cityofnewhaven.com/vitalstatistics/> for more information.

### Officiants/Clergy:

Clergy or officiants must be approved by the Chaplain's Office at the time of reservation. Please note that Connecticut law does not recognize online ordinations. Only clergy or religious leaders in active religious work and justices of the peace may sign a Connecticut wedding license.

One of the pastors of the University Church in Yale may be available to officiate at your Christian or Christian/Interfaith ceremony, if you wish.

Rev. Ian Oliver  
203-432-1131  
Ian.Oliver@yale.edu

Rev. Jenny Peek  
203-432-1869  
Jennifer.Peek@yale.edu

### Wedding Reservation Timing:

Reservation includes a 3-hour block of time for the day of the ceremony and a 1-hour rehearsal on a prior date.

### Decorating and Flowers:

Flowers or other decorations on the pews may be hung with ribbon, but no tape, tacks or nails should be used. Scattering or throwing of flower petals, rice, birdseed inside or around the Chapel is not allowed. A center aisle runner is not permitted due to safety concerns.

### Wedding Coordinator:

The rental reservation does not include a wedding coordinator. Any wedding coordinator involved may coordinate with the Chaplain's Office.

### Chapel Address:

Battell Chapel, Yale University  
400 College Street and/or Corner of Elm and College Streets  
New Haven, Connecticut

