

Pemberton Memorial Chapel Guidelines for Use of the Chapel

1. The Chapel is for use by patients, their families, visitors, staff and volunteers of all Faiths, and members of the Royal Jubilee Hospital Student Nursing Alumnae Association (RJHSNAA), for prayer, reflection and peace.

2. The Chapel may be booked for the following events by Royal Jubilee Hospital staff, volunteers, RJHSNAA members and their families. Exceptions may be made, under certain circumstances, at the discretion of the PCOC (Pemberton Chapel Operations Committee). All special events to be booked. (See Client Agreement.)
 - a. *Weddings* - Welcomed, but limited to one per day. Garden Space may be used for wedding photographs with or without use of the chapel.
 - b. *Baptisms*
 - c. *Memorial Services*
 - d. *Religious Services*
 - e. *Live Music*– Welcomed but limited to music appropriate for a Chapel.

3. Bookings:

- Bookings may be made up to one year in advance, through the Chaplain's Office, Royal Jubilee Hospital, VIHA.

- When receiving information for a booking, the booking clerk will record Purpose, Date, Time, Length of Time (e.g. Event, Rehearsal, Clean-up time), Name, Status (e.g. Staff, RJHSNAA, Volunteer, other), Phone number, mailing Address, email address.

- The VIHA Royal Jubilee Hospital Chaplain will inform the Alumnae Chapel Steward about event details as soon as booking is made.

- Chapel Steward or designate to follow up with client about event details.

4. Client Fees

- All Fees are \$250.00 or at the discretion of the Chaplain.
- Fees are refundable up to 2 months prior to the event.
To return fees, phone VIHA Finance at 250-320-5694
[S.P.F. Account # 8207-14070]
- The Client will arrange fees for an organist or other musicians.
- To confirm a booking the following is required:
 - Client agreement to be sent and signed by Pastoral Care Office, RJH
 - Payment of the Client Fee
 - Cheque are made payable to the “VIHA Pemberton Chapel Fund”
 - VIHA Finance Dept. deposits cheque into a fund called Special Purpose fund # 8207-14070
 - A receipt will be sent by the VIHA Accounts Department to the Client as confirmation of the booking.

- Any damage costs will be billed to the user by VIHA Accounting Department
- *Rates* - will be established and/or adjusted by the Pemberton Chapel Operations Committee (PCOC).
- *Records* – The Service Officiate in the Vestry Register, which is kept in the Chapel Vestry, will record All Chapel events.
- *Finances* – A financial statement of the VIHA Pemberton Chapel Fund will be issued to the PCOC Chair by the VIHA Accounting Department upon request.

5. Security

- a. Protection Services will check the Chapel in their routine schedule.
- b. After 9 p.m. if access to the Chapel via the link is closed, access will be available from Protection Services upon request.
- c. The Organ Loft will be kept locked. The loft access key will be available to qualified organists by the Organ Steward.

6. **Stewardship** of the Pemberton Chapel will be the responsibility of the PCOC.

7. **Chapel Cleaning:** Hospital Housecleaning Services will clean the Chapel regularly.