

**WEDDINGS AND SPECIAL EVENTS
USE AND RESERVATION POLICIES
SACRED SPACE, NUMEN LUMEN PAVILION**

1. Weddings and special events may be scheduled only for the summer months when Elon is not in session (the week after Commencement through the first week of August). There may be limited opportunities at other times which do not interfere with university functions and are approved by a member of the Senior Staff.
2. Event reservations for the following summer may be made after September 1. The Sacred Space of the Numen Lumen Pavilion may be scheduled for approved special events ONLY by Elon students, alumni, faculty/staff and their children, and trustees and their children.
3. The space will be scheduled through the Program Assistant of the Truitt Center who may be reached at 336.278.7729. The Program Assistant will work with persons scheduling the space to make necessary logistical arrangements with other University departments (i.e., moving of tables and chairs, catering, etc.)

4. The fee for the use of the Sacred Space is as follows:

\$500.00 for event and rehearsal

\$400.00 for event only

\$200.00 for event host (required)

A deposit of \$250 is due, along with this signed agreement, before a binding reservation will be made. A tentative hold may be placed prior to payment of the deposit and completion of the agreement which will allow the person making the reservation to have the first opportunity to finalize the reservation of the space if it is requested by another party for the same date. The balance is due 30 days prior to the event.

There is the possibility of an extra fee for technical services related to the rental of technical equipment (i.e., microphones, stands, etc.) and the provision of an Elon-approved technician to handle and set the equipment.

The Numen Lumen Pavilion is not available for rehearsal dinners and wedding receptions. Events other than those of a sacred nature (i.e. weddings, bar mitzvahs, etc.) must be approved by the University Chaplain.

5. Each event requires an event host who is assigned by the Truitt Center to oversee and protect the building during an event. The person scheduling the space will pay the event host directly when the event is completed and before leaving the event.

6. Persons using the Sacred Space may invite an officiant of their choice. The honorarium is negotiated directly with the officiant. The use of video and cameras may be determined by the person officiating the event.
7. Persons may contact and secure the services of musicians of their choice, and all fees are negotiated directly with the musicians. An Avant Gard hybrid piano is available for use.
8. Persons using the space may work with the Program Assistant to determine placement of chairs, tables, lectern, etc. The lectern may only be moved by Elon University physical plant personnel. Persons using the space must also determine if the wall should be pulled to partition off the McBride Gathering Space from the Sacred Space. Persons using the space are responsible for any damage to the space, floors, or furniture.
9. Floral arrangements and other decorations should be free-standing. Runners are not permitted on the floor unless it is a high quality, heavy carpet. Other types of runners are very slick on the Sacred Space floor and, therefore, are dangerous to use. No arrangements, bows, or other adornments may be attached to the chairs. No wire, push pins or other permanently damaging devices may be used. Greenery must be in acceptable containers, with protection for the floors. **It is the responsibility of the person scheduling the space to communicate this information to the florist.**
10. Candles are permitted under very strict guidelines. Wax **MUST NOT** be spilled on the floors or chairs. Candles may be placed on tables only with protective plastic covering underneath so no wax may drip on the tables. Candelabras must be brought in if desired and may only be used with a large protective covering underneath to protect the floor from candles and candle lighters. Candles may never be left unattended.
11. A sound system is available but probably is not necessary due to the excellent acoustics in the Sacred Space. If use of the sound system is desired, this may be arranged through the Program Assistant at the Truitt Center. There is the potential for additional charges for technology services based on equipment rental and technician fees.
12. Room 201 is available for use by the event party for changing clothes. Items may only be hung on the hooks provided. There is no designated room for hair and make-up - these must be done before entering the building. The kitchen pantry may be used as a holding room immediately prior to the service.
13. Rice is not allowed in or around the outside of the building. Birdseed may be thrown outside of the building. Balloons may be used if they are removed (not released) following the event.

14. Lights in the Sacred Space may be adjusted by the panel underneath and slightly right of the extended balcony.

15. No animals, bicycles, rollerblades, or skateboards are allowed in the building. Trash and recyclables should be placed in proper receptacles. Thermostat settings may not be changed. Persons using the space are responsible for cleaning any areas of the building used immediately following the event. Smoking is not allowed within 30 feet of the outside of the building.

Your signature below indicates your agreement and acceptance of the rules and policies pertaining to the use of the Sacred Space, Numen Lumen Pavilion. The person signing this agreement accepts responsibility for any damages incurred to the space during its use for this event.

Please Print Name: _____

Signature: _____

Mailing Address: _____

Telephone Number: _____ **Cell Number:** _____

E-mail: _____

Date(s) and times you wish to reserve the Sacred Space, NLP: _____

In case of an emergency during evening or weekend hours,
please contact Elon Security at 336 278-5555.

Please return signed agreement and \$250 deposit (checks made payable to Elon University) to:
The Truitt Center for Religious and Spiritual Life
Elon University
Attn: Jan Register, Campus Box 2960, Elon, NC 27244

For further clarification concerning the Numen Lumen Pavilion policies, call Jan Register at 336-278-7729 or email jregister@elon.edu.

OFFICE USE ONLY:

Deposit Amount: _____ Date

Received: _____

Balance Amount: _____ Date

Received: _____