

# BATTELL CHAPEL

YALE UNIVERSITY

Gale Iannone, Facilities Coordinator  
Office of the Chaplain, Bingham Hall, Entry D  
300 College Street, PO Box 209078, New Haven, CT 06520-9078  
phone 203-432-1128 ~ fax 203-432-1142  
e-mail: gale.iannone@yale.edu

## MEMORIAL SERVICE GUIDELINES FOR BATTELL CHAPEL

In keeping with the Chapel's ecumenical religious orientation, we welcome its use for memorial services by people affiliated with Yale and by members of the Greater New Haven community.

The University Chaplain's Office is the sole scheduling agent for Battell Chapel. Inquiries may be addressed to the Facilities Coordinator, Chaplain's Office, at the address and number listed above. The guidelines for use and information about the Chapel's facilities follow.

- Your completion and submission of the attached application form with full fee payment is required to reserve the use of the Chapel for the date and time you have specified. The sections of the form that pertain to your memorial service need to be completed and the application signed by you before you return it. Please make a copy of the returned form for your own information.
- Only after the Facilities Coordinator has received payment, signed your application, and verified your date(s) are you guaranteed that Battell is reserved for the dates and times specified.

### **PURCHASE or PROOF OF INSURANCE IS *REQUIRED* FOR THIS EVENT**

All groups renting Battell Chapel are responsible for any damage to the building or its furnishings during the time it is being used. The group is also responsible for all personal articles and possessions.

Purchase of an insurance policy (TULIP), or proof of insurance coverage, is required to protect not only the person(s) renting Battell Chapel, but also the University in the matter of public liability and property damage. For details, call 432-8258 and speak with Vick Ramsay. Purchase of a TULIP Insurance Policy must be done online **before your event will be confirmed.**

**Go to page 5 of these guidelines for detailed instructions.**

**For insurance purposes, the name of your event is:  
Church Service/Meeting**

**Non-Refundable Rental Fee for Memorial Services: \$200.00**

- Cash will not be accepted.
- Full payment of all fees must be received with your application form.
- **Checks or Money Orders should be made payable to:**

***Yale University Chaplain's Office***

**Organists**

- The University Chapel Organist is available for memorial services. A fee schedule is attached further on in these guidelines (see page 3).
- If an outside organist is engaged for service, that person must first receive permission from the University Organist, Prof. Thomas Murray (432-5183) before receiving instructions on the use of the organ and before practice time is arranged. A charge of \$50 is made for this service.

**Other Musicians**

You are welcome to include other musicians in your memorial service. Please note that instruments in contact with the floor must have a protective barrier to prevent damage and scratches. Wind instruments must be knocked out on paper or cloth, not on the bare floor. If you would like to place your musicians in the organ gallery, please contact the office to arrange this.

**Pictures and Videotaping during the Service**

Check with your clergy. Otherwise, still and video cameras are allowed.

**Florist**

All flower deliveries must be arranged through the Chaplain's Office.

**Parking**

There is on-street parking in areas around the Chapel. Bagging of the meters is arranged through the New Haven Department of Traffic and Parking (203-946-8071). During the evenings and on weekends, parking is also available in Yale Lot #51, which may be accessed from Temple Street.

**Receptions**

There is no space in Battell for a reception.

**Facilities and Furnishings**

- ***Center aisle*** - Length is 76 feet.
- ***Entrances*** – Your guests should enter through the Elm Street doors and Old Campus doors (accessible through Phelps Gate on College Street or through High Street entrance).
- ***Air conditioning*** – at the present time there is NO air conditioning system in Battell. There are floor fans that can be used, if needed, during the warmer months.
- ***Handicapped Access*** – by way of the Old Campus through Phelps Gate (see Floor Plan).

- **Public Rest Rooms** – Rest rooms are located in the basement (steps down from the Old Campus-Elm Street vestibule). A handicapped rest room is located on the main floor at the base of the front balcony stairs.
- **Altar Cloths** – The Chapel has cloths for the table altar and back altars. Please indicate on the form whether you would like one or both altars covered (necessary for flowers and candles).
- **Candles** – The Chapel has a pair of brass candlesticks that may be used on the table altar or the back altar. Your florist can provide free-standing candelabra which may be used in the front of the Chapel. Free-standing candelabra must have plastic shields under them to protect the floor and carpet.
- **The cross, pulpit hangings and any seasonal banners** may be removed by request. Please indicate that on the form. If you plan to use the hymnals in the service, please indicate on the form.
- **The pulpit, eagle lectern and back altar** cannot be moved. The table altar may be moved, but only under the direction of the Sexton.
- **Kneeling benches and runners** can be obtained from your florist.
- **Chapel Seating Capacity:** Main floor -- 700      Balcony -- 400

**University Chapel Organist Fees** *(fees are set by each organist and may differ from those stated)*

- Basic Funeral/Memorial Fee: \$200
- Per each rehearsal, if needed: \$ 50
- \*Non-University Organist  
instruction session: \$ 50

For rehearsals at which the organist must be present (rehearsals with soloists or instrumentalist) the organist will charge a \$50 fee per rehearsal.

\*If an outside organist is to be used, he/she must meet with the University organist for instructions on the use of the organ. A \$50 fee will be charged.

All fees must be paid to the organist in-full at the time of the service.

**PLEASE BE AWARE**

Battell Chapel cannot be responsible for any items, i.e. flowers, plants, candles, etc., that are left in the Chapel. Any items that should go to family members should be taken with you before leaving the church.

**PLEASE NOTE: SMOKING IS NOT PERMITTED ANYWHERE IN THE CHAPEL**

## **DIRECTIONS TO BATTELL CHAPEL**

Corner of College and Elm Streets  
New Haven, CT

### **By Train:**

Amtrak and Metro-North Commuter lines service New Haven. Metro-North runs every hour from Grand Central Station in New York City. If you are coming from points other than New York, you should use Amtrak. Upon arrival at Union Station in New Haven take a cab to Battell Chapel. *Always check ahead to make sure schedules have not changed.*

### **By Bus:**

Greyhound Bus Lines services New Haven. *Always check ahead to make sure schedules have not changed.* Then take a cab from the bus station to Battell Chapel.

### **From North or South on I-95 (East-West in CT):**

At New Haven, take I-91 North towards Hartford/Springfield (from the South this will be a left-lane exit). From I-91 take Exit 3, Trumbull Street. At the end of the exit go straight. Follow Trumbull Street to Prospect Street and take a left on Prospect. Continue straight. Prospect becomes College Street. Look for Elm and College and park on the street.

### **From the North on I-91:**

At New Haven, take Exit 3, Trumbull Street. At the end of the exit go straight. Follow Trumbull Street to Prospect Street and take a left on Prospect. Continue straight. Prospect becomes College Street. Look for Elm and College and park on the street.

### **From Merritt/Wilbur Cross Parkway:**

Take Exit 61 Whitney Avenue. At the end of the exit turn south on Whitney Avenue towards New Haven. Follow Whitney Avenue (several miles) to Grove Street and take a right. Take your next left on College. Follow until the College and Elm intersection. Look for parking on the street.

## TENANT USERS LIABILITY INSURANCE PROGRAM (T.U.L.I.P.) TENANT USER INFORMATION

Users of a Yale facility for a non-Yale sponsored event must be insured for liability and must give evidence of such coverage (an insurance certificate) to the Event Office booking your event and to the Office of Risk Management prior to the event. Users not having their own insurance are welcome to use this program as an option to purchase the required general liability insurance. Please note that this program is not a guarantee for insurance and that coverage may not be available for all event types.

### **How Do I Access TULIP Coverage?**

1. The Institution where you are having your event must be an URMIA Member Institution that has subscribed to the coverage. Yale is a member of URMIA.
2. You must be an approved facilities user at the Institution, and be given a Pass Code by the Events Planning Office.
3. You must go to the Web site: <http://urmia.bene-marc.com> . You will need to log in, complete an application form and pay by credit card for your coverage. If your event type appears in the drop down box you should be able to complete your transaction in one web session. Costs are based upon the risk of the activity, the number of days of the activity, the number of participants and if there are any special requirements, including alcohol liability, participant coverage, etc. Upon completion of the transaction, you will receive a copy of the application and a binder of coverage via e-mail. A copy will automatically be sent to the Event Office booking your event and to the Office of Risk Management. No need to do anything else.

*Step by Step Instructions:* Important: Please remember to carefully read the instructions and notations on each screen while entering data.

*To purchase insurance, go to <http://urmia.bene-marc.com> to complete the application process and make payment. Because this is a contract for insurance, this is the responsibility of the user. No one can do this for you or on your behalf.*

1. First time users (tenants) MUST first REGISTER.
2. After registration, you will be returned to the login/welcome screen. At this screen, key in your EMAIL ADDRESS and Personal PASSWORD. This is not the PASS CODE (User access Code) provided by the Event Office.
3. Check the "Agree to Terms of Use" box to continue.
4. On the next screen, enter the PASS CODE (**The User Access Code is 30821520**).
5. Complete the application by answering all the questions.
6. Upon completion of the application and credit card payment, a binder of insurance will be issued via email. Checks will be accepted, however your application will be put "on hold" and coverage will not be bound until payment has been received by URMIA.
7. The Office of Risk Management and the Events Office that you designated will each receive a copy of the application (describes the event) and a certificate of insurance.
8. The Events Office will check the application against the agreement for facilities use to verify that the correct information was provided.

**\*\***At this time, programs that have exhibitors, vendors or performers cannot be automatically underwritten on-line. High Risk activities (those not listed in the drop down boxes) must have an application filed by fax. These events are individually underwritten. You must allow at least 10 business days from the date your complete application is received for a quote and coverage is not guaranteed. If your on-line or hard copy application is not complete, there may be additional delays. For help with events of this nature, contact Lynn Gritta at [Lgritta@bene-marc.com](mailto:Lgritta@bene-marc.com) or call (800) 247-1734 ext. 319.

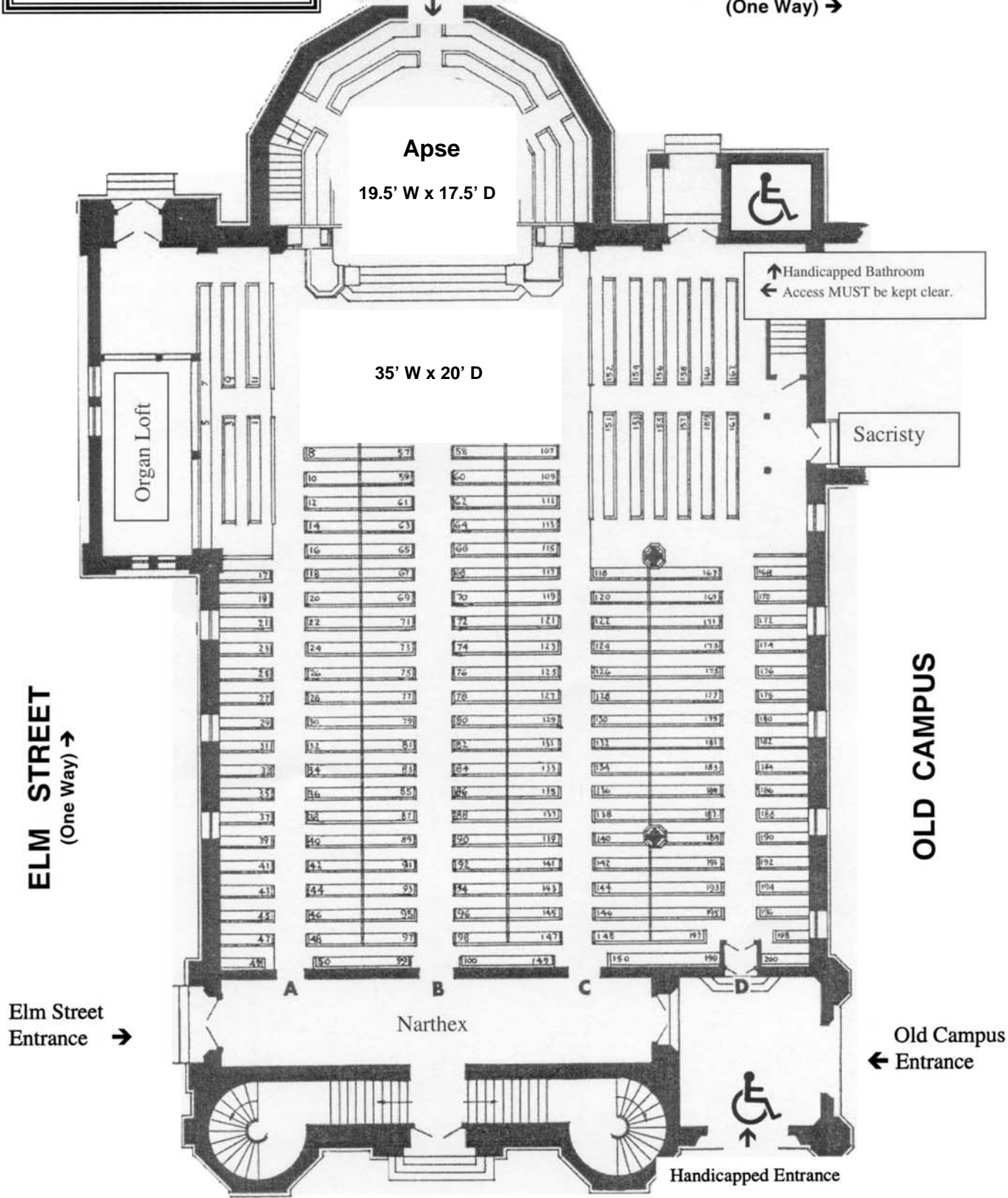
*Please note:*

*The TULIP application and program has been set to default at Yale's minimum requirements & coverage limits, however you may choose higher limits or optional coverage types if desired. If you encounter difficulties with your application, please contact Lynn Gritta at [Lgritta@bene-marc.com](mailto:Lgritta@bene-marc.com) or call (800) 247-1734 ext. 319.*

**BATTELL CHAPEL  
FLOOR PLAN**

Lovett Room located  
underneath the apse.  
Street Level Entrance

**COLLEGE STREET**  
(One Way) →



**MEMORIAL SERVICE**  
APPLICATION FOR USE OF BATTELL CHAPEL

**INVOICE #** \_\_\_\_\_  
(To be assigned by Battell Office)

Date of Service \_\_\_\_\_ Total time needed \_\_\_\_\_  
(Allow 1/2 hour before & 1/2 hour after Service.)

**MEMORIAL SERVICE** will begin at \_\_\_\_\_

Name of Deceased \_\_\_\_\_

Person(s) Handling Arrangements:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Officiating Clergy \_\_\_\_\_ Telephone \_\_\_\_\_

Number of guests \_\_\_\_\_

<p style="text-align: center;"><b>Facilities to be used:</b></p> <p><input type="checkbox"/> Main Floor      <input type="checkbox"/> Sacristy  <input type="checkbox"/> Apse              <input type="checkbox"/> Organ  <input type="checkbox"/> Balconies</p>	<p style="text-align: center;"><b>Furnishings to be left in place:</b></p> <p><input type="checkbox"/> Cross  <input type="checkbox"/> Altar</p>
<p style="text-align: center;"><b>Furnishings supplied by Chapel upon request:</b></p> <p><input type="checkbox"/> Altar Cloths  <input type="checkbox"/> Altar Candles  <input type="checkbox"/> Hymnals</p>	<p style="text-align: center;"><b>Furnishings supplied by you MUST be removed immediately after service:</b></p> <p><input type="checkbox"/> Free-standing candles  <input type="checkbox"/> Kneeling bench    <input type="checkbox"/> Other  _____</p>

Name of florist \_\_\_\_\_ Phone \_\_\_\_\_ Time of delivery \_\_\_\_\_

**Non-Yale Groups: Non-refundable rental fee must be prepaid in full and returned with this form  
Payable to: YALE CHAPLAIN'S OFFICE.**

<b>For Office Use Only</b>
Fee _____ Paid _____ Money Order / Check # _____ To be paid by Yale PTAE0 ____ Yes ____ No

\_\_\_\_\_  
Signature of Battell Facilities Coordinator

<p><b>*REQUIRED with application Yale department PTAE0 #</b></p> <p>_____—00—_____—937000—_____</p> <p><b>Fax (432-1142) to: gale.iannone@yale.edu</b></p>
--