

The Prayer Chapel Usage Policy

The Prayer Chapel is a sanctuary, a place of worship and prayer; to be used for a time with God as individuals or in small groups. All are welcome to use the chapel for meditation and personal worship when it is open, except during those times when it is scheduled for a private event (baptism, wedding, memorial service, etc.)

The chapel will be open during normal business office hours (9:00AM – 2:00 PM, Monday through Friday, excluding holidays and closed office days). Business office personnel will be responsible to open and close/lock the chapel at these respective times.

- Members may gain access during non-office hours via the combination lock box on the outside door handle. The combination code will change weekly, and may be obtained by calling the church office. Members requesting private times will be reminded of the lock and secure policies described within.
- The chapel may be made available, upon request, whenever the Knoedler Center is open for any event.
- Private services as described below.
- The parish administrator will review and approve/deny requests for use that are not clearly covered in this policy.

Private services (i.e., baptism, wedding, memorial service) must be scheduled through the property manager at 321-576-3300 and will normally be limited to one hour. Arrangements to open and lock the chapel outside normal business office hours, as well as special needs, should be made at that time. The person requesting use of the chapel during non-office hours, assumes the responsibility for the space and will ensure all of the listed requirements are met. To avoid conflicts in use, private services will be published in the church calendar.

General guidance for use:

- The Prayer Chapel space will not be used for anything not directly related to prayer or worship.
- No food or drink is permitted at any time.
- Placement of any additional chairs that are required (up to a maximum of 25) will be coordinated through the business office.
- Instructions for the use of chapel equipment (cross light, music system, candle lights, etc.) will be kept in the cabinet under the baptismal shell.
- At the end of use:
 - All items brought in for personal worship or private services (e.g., pictures, candles, flowers, etc.) will be removed.
 - The room will be returned to its original orientation and cleaned if needed.
 - All worship items will be properly cleaned, re-supplied, and stored.
 - All lights and candles will be turned off.
 - All three doors will be locked and secured.

The Prayer Chapel is under the auspices of the Worship and Music Ministry which will:

- Ensure usage of space is appropriate.
- Ensure seasonal worship requirements are met and properly supplied.
- Maintain an inventory of all items.
- Regularly review and update this policy, under the guidance of the council.