

The Loyola Chapel, part of Multi-faith Chaplaincy, seeks to provide an inclusive and vibrant community space that promotes spiritual growth, diversity, presence and social engagement.

Booking of the Loyola Chapel:

- 1) Verify **availability** of your preferred dates and times by email chapel@concordia.ca or by calling us at 514-848-2424, ext. 3588. We will let you know if the space is available.
- 2) Inform the Chapel office whether you are an **internal requestor** (student (and part of a student group), staff and/or faculty) or an **external requestor** (subject to requirement of liability insurance).
- 3) Please note that we need ten (10) to twenty-five (25) **business days to process** your booking request with the recommendation of the Security and Environment Health and Safety Departments depending on the nature of your event.
- 4) Please complete and return the **Loyola Chapel Booking Form(s)** by email, internal mail or in person.

It is your responsibility to ensure that any and all relevant details about your event are included in this Booking Request Forms. Concordia reserves the right, at its sole discretion, to deny use of the chapel or to impose any conditions for use of the chapel that it deems reasonable.

For an internal requestor, please read the **Booking Request Terms and Conditions from Concordia**. Should you be an **external user**, requesting to book the Loyola Chapel, you will have to sign an additional space lease agreement and provide certified copies of all **insurance** policies with Loyola Chapel Administration to secure your booking with the University.

Once we receive and review your request, we will send you back a quote for any costs for the booking of the chapel. Please refer to our Fee Estimate Structure for approximations.

Please contact the Loyola Chapel Administration team for support and guidance in completing this booking request. Not all sections will be applicable to your event.

Thank you once again for your interest in booking the Loyola Chapel for your event!

We look forward to working with you!

The Loyola Chapel Office
Multi-faith Chaplaincy, Student Services