

## Memorial Chapel Rental Information & Application



### **The Memorial Chapel:**

The Memorial Chapel was dedicated on Memorial Day, 1876. It continues to serve as a perpetual witness and memorial, to the valiant individuals who fought in the American Civil War from the Greater Akron Area. The Chapel, along with the three structures located near the entrance to the cemetery, is listed on the National Register of Historic Places. In addition to its historical significance, the Chapel also is the final resting place for 30 individuals, who are entombed in the mausoleum that is located in its lower level.

The Akron Civil War Memorial Society (ACWMS) is a 501(c)3, not-for-profit, Ohio Corporation, and it was established in 1997 to restore and maintain the Chapel. As a part of its mission, the ACWMS recognizes that various groups and individuals may have an interest in using the Chapel for their meetings and events.

### **General Principles For the Use of the Chapel:**

The ACWMS Board of Trustees reserves the right to manage and restrict access to the Chapel. The ACWMS Board of Trustees will not discriminate in any manner prohibited by law.

All requests to use the Chapel must be approved by the ACWMS and in accordance with a written rental agreement. The Cemetery Office will obtain this approval for you.

All inquiries regarding the use of the Chapel shall be directed to the Cemetery Office.

### **Schedule of Rental Fees:** (must be submitted at least two (2) weeks prior to event date)

Not-For-Profit Users; **\$250** for the first two hours of the event, \$75/hour thereafter.

Private/For Profit Users; **\$350** for the first two hours of the event, \$75/hour thereafter.

Weddings; **\$500** per event, not to exceed four hours in duration (including rehearsals and decorating) \$75/hour thereafter.

Fees may also be charged for additional staff, resources, equipment and services.

### **Chapel Rules and Regulations:**

Users are to conduct their events in a manner that recognizes the historic stature of the Chapel and the surrounding grounds of Glendale Cemetery.

Guests must refrain from honking car horns as they leave the cemetery. A funeral may be taking place or someone could be visiting a loved one's grave.

Nothing can be attached to the walls of the Chapel for decorations. Lighting provided in the Chapel may not be modified. Candles are prohibited.

No restroom facilities are available in the Chapel. Guests may use the **one** restroom in the Cemetery Office.

No changing facilities are available in the Chapel. However, the Cemetery Office may be available upon request 2 hours prior to event.

Users must provide proof of insurance with indemnity in favor of the ACWMS and Akron Rural Cemetery. (N/A for Weddings)

The Chapel has seating for **78 guests**. Additional seating must be coordinated with the Cemetery Office and will be at the expense of the user (100 guest maximum).

The Chapel is a Smoke Free facility. The smoking of tobacco products is strictly prohibited.

Food, beverages, open flames, or propane heater are not permitted in the Chapel.

All associated costs, chair rental, audio/visual, special signs, etc. will be the responsibility of the user. Users are responsible for returning all effected areas back to their original state and remove all personal property when event is over.

Users are responsible for complying with all applicable laws: including ASCAP/BMI licensing fee if applicable. Licensing of any music played and/or performed, whether recorded or live, will not be the responsibility of the ACWMS.

**A security deposit of \$500.00 is required** to cover the costs due to damage or any infraction of the rules and regulations that might occur during your event. This would include any additional cleaning or restoration to the facility or its FURNISHINGS. If any part of the rental agreement is violated, the security deposit will not be refunded. If none of the preceding occurs, the full security deposit will be returned to the User within 10 days of the event.

Upon confirmation of the rental agreement the Users will be required to submit the full security deposit to secure their date and use of the Chapel. The remaining balance will be due two (2) weeks prior to the event date. Any adjustments to the final bill will be made following the event.

Neither the ACWMS, Glendale Cemetery, its employees, nor the members of the ACWMS Board of Trustees nor the members of the Glendale Cemetery Board of Trustees will be responsible for any injury, loss of damage that may occur to the User, the User's guests, the User's contractors, their contractor's employees, or their property from any cause prior to, during or subsequent to the period covered by the Rental Agreement. The User signing this Rental Agreement expressly releases all of the aforesaid from liability and agrees to indemnify and hold harmless them and each of them against any and all claims for such loss, damage or injury.

**Event Information:**

Date of Function: \_\_\_\_\_ Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Type of Function: \_\_\_\_\_ (wedding, meeting, ect.)

Applicant's Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

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

City/State Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Applicant:**

Please return completed signed copy and security deposit to Glendale Cemetery. Use of the Chapel will be assigned on a first-come, first-served basis. However, preference will be given to ACWMS contributors. Glendale Cemetery will confirm your use of the Chapel in writing. By signing this document, the applicant agrees to the terms as stated in the "Chapel Rules & Regulations" and rental fees.

Applicant's Signature/Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_