

Reserving Evelyn Chapel

Did you know Evelyn Chapel has many spaces that RSOs and staff/faculty can reserve?

Reservations are made through 25live. You have to have an account to reserve spaces on campus. It's easy to make an account, you fill out a brief form! Information on requesting the account [here](#). The event does not have to be for a faith group to use Evelyn Chapel, all are welcome to use the spaces!

Spaces in Evelyn- There are 6 spaces in Evelyn that can be reserved

Evelyn Chapel- Conference Room

This space is in the lower level, down the hall at the end on the right. This room has couches and chairs and can be used for a group to meet in.

Evelyn Chapel- Fellowship Hall

This is the main space in the lower level. This space has a TV and circle of couches, as well as two wooden tables with chairs. There is also a fridge and coffee bar. Additional tables and chairs can also be requested for events. This is a great space for events, Bible studies, weekly meetings, movie nights, game nights, etc. This space is also available during weekdays as a space to study & hang out! (no reservation needed)

Evelyn Chapel- Meditation Garden

This is the garden space behind Evelyn Chapel. It is not commonly used and you are welcome to sit in this space without a reservation!

Evelyn Chapel Interfaith Library

This is a small room in the lower level; this space is the first door on the left, down the hall. This space has 4 soft chairs and is a good space for quiet study, small meetings, discipleship/mentorship meetings. This room also houses a collection of books on various spiritual topics that can be browsed and borrowed. This space can also be used whenever it's open without a reservation.

Evelyn Chapel- Meditation Space

This is the seating area on the second floor. It would be a good space for 5-8 people to have a small meeting at a couch area that overlooks campus. There are also a few small tables that are a great option for study spaces. No reservation needed to use the space if it's open.

Evelyn Chapel- Sanctuary

This is the main floor of Evelyn Chapel. It can be used for a variety of events, such as student recitals, worship events, formal ceremonies, student performances, and members of the community reserve it for weddings. This space has a max capacity of over 200 people. Reservations for this space also include the second floor of the building. When requesting this space please include any requests for needing the piano, podium, altar table, etc. The space also does not have a sound system but was constructed to have good acoustics, sound equipment can be requested but that should also be included on the request. You are also welcome to visit this space without a reservation as a quiet reflection space on campus! (If you are a non-campus individual/group interested in Evelyn Chapel for a wedding or other event, please visit [here](#) for more information.)

Memorial Center Multifaith Meditation Room

This is another space that OME offers. This is a small quiet reflection or prayer space on the second floor of Memorial. It is up the stairs from Campus Security and Young Main Lounge. This space can be used anytime but can also be reserved. There are no chairs in the room but cushions and carpets on the floors. This space could be used for personal meditation time or reserved by a small group to use for prayer, or meditations. More on the space [here](#)