



**THE UNIVERSITY OF THE WEST INDIES  
MONA CAMPUS**

**OFFICE OF THE CAMPUS REGISTRAR**

**UNIVERSITY CHAPEL REQUEST FORM**

**Instructions:**

- 1) Before completing this form **please phone the Chapel Clerk at 935-8317 or 935-8540** to ascertain if the **date and time for your event are available**.
- 2) If the date and time are available please do the following:
  - (i) Print and complete form and bring to the secretariat, 1<sup>st</sup> floor Annex Building UWI.
  - (ii) Bring student or staff ID or alumni card.
  - (iii) For weddings bring \$1000.00 booking fee.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

**Telephone #:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Work:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Affiliation to University:** Student  Staff  Alumni

**Request:** Wedding  Anniversary  Baptism  Funeral

**Special Service**  **Recording**  **Concert**

**Date of Event:** Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**FOR OFFICIAL USE ONLY**

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_