

UNIVERSITY OF VIRGINIA  
NEWCOMB HALL UNIVERSITY STUDENT CENTER  
**EVENT PLANNING OFFICE**  
**PO Box 400701, Charlottesville, VA 22904**  
Phone: (434) 924-3203 Fax: (434) 924-7111

**Chapel Cross Usage Policy**

A Stanislaw Makielski designed cross is permanently displayed in the University Chapel in a locked glass display case located on the stage in front of the Chapel organ pipes.

Removal of the Cross from the display case

Requests by authorized Chapel users to have the cross removed from its case and placed on the table located on the stage for use as part of a confirmed chapel reservation must be made at the time of event scheduling. The cross will be removed from the case and placed on the table by Newcomb staff at a time agreed upon with the event sponsor. At this time, the safety and security of the cross becomes the responsibility of the event sponsor. At the conclusion of the event, the cross will be left on the table. Newcomb staff will return it to the display case.

Covering the Cross

Requests by authorized Chapel users to have the cross covered during a confirmed chapel reservation must be made at the time of event scheduling. The case containing the Makielski cross will be covered by a Newcomb staff member at an agreed upon time with the event sponsor. At the scheduled end time of the event, a Newcomb staff member will arrive to uncover the case containing the cross, thus putting the cross back on display.

All questions regarding these two event options should be directed to the Newcomb Hall Event Planning Office at 434.924.3203.