Services of Memorial and Thanksgiving at Sage Chapel and Anabel Taylor Hall Chapel

Additional Policy and Guidelines

Scheduling and Duration of Service

Memorial services are scheduled based on the availability of the Chapels. The Chapels are typically scheduled in two hour increments: a half hour for the arrival of guests, up to an hour for the service and a half hour for cleanup and removal of items.

Speakers

Speakers for memorial services of students (undergraduate or graduate) normally include the Director or Associate Director of CURW (welcome); Vice President for Student and Academic Services or, in her stead, the Dean of Students (condolences and remarks); a representative from the student’s college or professional school; and others representing various connections and aspects of the life of the deceased (condolences and remarks). Speakers for memorial services for current or retired faculty, staff, administrators, trustees vary based on the individual and should be discussed with the officiant in advance of the service. Individual remarks should not exceed five minutes so as not to elongate the service and out of respect to other speakers.

Speakers should arrive 20 minutes prior to the start of service for instructions. Those representing the University (Vice President/Dean of Students/College or Professional School representative) are contacted by CURW in coordination with the University Crisis Manager, who works with the college/professional school/office in the event of a student or other death. Other speakers are to be contacted by the organizers.

Ushers

The family of the deceased is responsible for identifying and contacting ushers. There should be at least three ushers for a service at Sage Chapel, one for each entry point (one north courtyard and two south courtyard entrances), and at least two for Anabel Taylor Hall. If more than 100 persons are anticipated for a Sage Chapel service there should be six ushers—two for each entrance. Ushers should arrive at least 30 minutes prior to the service to receive appropriate instructions.

Flowers and Decorations

The family is responsible for the provision of flowers. If more than one arrangement, these can be placed in the front of the brass rail leading to the aspe at Sage Chapel or, in the case of a single display, on the altar table in the aspe. In Anabel Taylor Hall Chapel two or more may be placed on either side of a centrally located wooden lectern or in the aspe or a single one in front of the lectern. Excessive and extravagant displays are
discouraged. Flowers and decorations must be removed by the family or its designees from the Chapels following a memorial service.

**Receptions**

Receptions cannot be scheduled in either Chapel due to insufficient space. CURW or other campus-based organizers can assist in identifying locations for receptions in Anabel Taylor or elsewhere on campus if so desired.

**Facility Considerations**

Sage Chapel and Anabel Taylor Hall Chapel are not air conditioned venues. Floor fans are available for use during warmer months.

At this time Sage Chapel does not have accessible restrooms. The closest accessible restrooms are located at nearby Willard Straight Hall, the student union, where there is also a wheelchair ramp. We apologize for this inconvenience.

**Parking**

Parking near the immediate area of Sage Chapel is very limited. There are metered parking lots behind Willard Straight Hall. The entrance to this parking lot is on Campus Road, across the street from Anabel Taylor Hall (see map). For a service in Anabel Taylor Hall limited parking can be reserved in advance for members of the immediate family of the deceased. Please contact Janelle Hanson at 607-255-6002 well in advance of your service so that she can coordinate parking arrangements with the Office of Transportation and Mail Services. A public lot is also available within walking distance on Dryden Road between College Avenue and Eddy Street (see map).

On weekends parking in University lots near either Chapel may be a bit more accessible but cannot be assured.

**Wheelchair Access and Mobility**

We are cognizant that due to mobility concerns a walk from a relatively distant lot can be daunting. We recommend that individuals in your party in a wheelchair or with other mobility/accessibility concerns are driven, in the case of Sage Chapel, to the edge of the parking lot next to Day Hall (see map) closest to the Chapel and assisted from that point.

In the case of Anabel Taylor Hall, such persons can be driven to the curbside in front of Anabel Taylor Hall on College Avenue (Anabel Taylor is on the corner of College Avenue and Campus Road; see map) and assisted to enter the front doors which lead to the Chapel. Be mindful, however, that this curbside drop-off is also a bus stop for local transit. Unfortunately, this is the only accessible location in which a mobility-challenged person will not have to navigate stairs. Those able to take steps can be driven to the
Anabel Taylor Hall parking lot. The entrance to the building near the flexible parking spaces are located will lead to steps that will take one up to the first floor, where the Chapel is located.

**Deliveries**

Deliveries involving vehicular access to Sage Chapel can be made from the Day Hall parking lot. In limited instances, as relates to the delivery of large items, vehicles can be driven through the Day Hall lot onto the walkway leading to one of the Sage Chapel entrances. Special care should be taken in such cases to ensure the safety of pedestrians. At Anabel Taylor Hall, in the parking lot behind the building, deliveries can be made from the loading dock located between this building and Myron Taylor Hall (Cornell Law School).