



USE of the OAHE CHAPEL



Thank you for inquiring about the use of the Oahe Chapel. Originally built in 1877, the Chapel was moved to its present location in 1964 to escape the flood waters created by the Oahe Dam. It has been restored to its 1907 appearance. Most people find an event held in the Chapel to be especially memorable. We hope you will find the Chapel's uniquely dramatic setting and historic atmosphere worth the slight extra care and trouble required to use it. Following are rules of using the Chapel to keep in mind when planning your event.

GENERAL INFORMATION

1. The Chapel's seating capacity is 55 people.
2. Persons renting the Chapel must be at least 18 years of age.
3. Anyone wanting to view the Chapel interior before reserving it may do so at no charge. A key may be obtained from the adjacent Visitor Center Monday – Friday from 9 a.m. to 4 p.m.
4. We have an electric piano that can be used, but, please notify us if you will be using it. Please take great care of the piano, we will be checking it before and after each use.
5. The Chapel is thoroughly cleaned once a year in May. Because there is no maintenance staff, you may wish to bring your own dust cloth. Do not use spray dust removers or polisher. These will damage the wood. You may also wish to sweep using the provided broom and dust pan.
6. The Chapel is neither heated nor air conditioned. Windows may be opened, or you may bring portable fans to be used only when the building is occupied. Because of fire danger, the use of portable heaters, candles, oil or gas lamps, etc. are not allowed.
7. There are no overhead lights so the only available light is via the windows. You may bring compact, sturdy electric lamps to be used only when the building is occupied. The only outdoor lighting is residual from the parking lot lights.
8. The only snow removal is Monday–Friday for the staff at the adjacent Oahe Dam Visitor Center. The Chapel is not shoveled. You will need to bring your own snow shovel. Also, the Army Corps of Engineers only plows the parking lot on weekdays.
9. There are no bathrooms in the Chapel. Bathrooms are available in the Visitor Center Monday – Friday from 9 a.m. to 4 p.m. The Visitor Center is usually open on weekends between Memorial Day and Labor Day, 9 a.m.–4 p.m. If you wish to have access to the Visitor Center after hours, you will need to make a request at least 14 days in advance to the U.S. Army Corps of Engineers. Please contact Shane Carnahan at 605-591-0668 or shane.e.carnahan@usace.army.mil.
10. Small, short, unobtrusive weddings may be held on the grounds immediately adjacent to the Chapel. Weddings needing chairs, arches, shade awnings, or other such items* require a permit obtained at least 14 days in advance from the U.S. Army Corps of Engineers. To request a permit, please contact Brian or Pat at the information in #9 above. *Please note, these items are not provided by the Corps or by the Oahe Chapel Preservation Society.
11. If you want to hold a reception on the grounds of the Oahe Chapel/Visitor Center, you also must get a permit from the U.S. Army Corps of Engineers at least 14 days in advance. Please see #10 above.

RENTAL INFORMATION

The maintenance and preservation of this historic landmark is funded through rental fees, Oahe Chapel Preservation Society membership fees, and donations. We welcome any donations beyond the rental fees to help keep the Oahe Chapel open for future generations. Membership/donation forms may be found online at http://history.sd.gov/preservation/OaheChapel/MEMBERSHIP_FORMOaheChapelSINGLE.pdf. A donation jar is also located in the Visitor Center adjacent to the Chapel.

12. The **non-refundable rental fee is \$100** for a partial 4-hour day event (\$75 for members of the Oahe Chapel Preservation Society) and **\$50 per day** for each additional partial 4-hour day of use. This is due with the completed application form. A **refundable \$50 key deposit** is also required at the time you pick up the key. These are paid with two separate checks to the *Oahe Chapel Preservation Society or OCPS*. **Please note:** you will only be charged for the day/s of your event. If you want access to the Chapel the night before, you will need to pay an additional \$25 for an extra day.
The Application for Use and the rental check must be received at least 14 business days in advance of your event. The mailing address is on the application form. The key deposit is due when you pick up the key for your event. Please **do not pay in cash** as your deposit will be mailed back to you.
13. When reserving the Chapel, first make sure your requested date is available by contacting us at 605-773-2907 or 605-773-3458, or you may e-mail Katie Goss at katie.goss@state.sd.us. Once your date is held, complete the Application for Use and mail it with your rental fee to the address on the application.
14. Do not assume that a hold on your date means that it is confirmed. Once your completed application and rental fee are received, you will receive a confirmation letter. Until then, if inquiries are made for the same date, you will be given first preference. An attempt will be made to contact you to see if you are still interested.
15. There is a 4 hour maximum rental time. The times for your event should be no more than 1½ hours before and 1 hour after the actual time allowed for the event; i.e. if a wedding is scheduled to take ½ hour at 3 p.m., the time of your event would be 1:30-4:30 p.m. Because of the limits on decorations, this should give plenty of time before a wedding for decorations and photos. It should also allow enough time for photos and clean-up after.
16. If you plan on using the Chapel for a rehearsal the evening before a wedding (2-day usage, additional \$25 fee), please do not decorate at the same time unless the wedding is at 9 or 10 the next morning. Visitors are allowed in the Chapel up until the timeframe given in #12.
17. Due to regular church services, Sunday morning events are not allowed from Memorial Day weekend through Labor Day weekend.
18. The Oahe Chapel key may be picked up at a prior discussed location between 8:30am and 4:30pm the last business day before your rental, unless previously discussed.
19. The key should be returned to the same location as pickup the first business day after you're rental. **A delayed return of the key may result in the forfeit of your key deposit.**
20. If the Chapel is in good order and the key is returned within the time frame stated above, your \$50 key deposit check will be mailed to you within a week. You will not receive your check on the day you return the key.

RULES

21. Smoking is not permitted.
22. Food or drinks cannot be brought into the Chapel.

23. Animals are not allowed in the Chapel with the exception of service animals.
24. You may bring compact, sturdy electric lamps and portable fans to be used only when the building is occupied. Electrical outlets are in the floor of the platform, camouflaged to preserve the historical setting, and in the side wall near the stove. Windows may be opened.
25. Because of fire danger, do not use portable heaters, candles, oil or gas lamps, etc. Do not attempt to build a fire in the stove.
26. Please do not extend the bolt in the lock in order to prop the door open. If you want to keep the door open, please block it with the rock in the entryway. Extending the bolt bends it and disables the lock.
27. The Oahe Chapel's interior has been restored as nearly as possible to the way it was in 1907. To maintain this historical atmosphere, and because all items are historic artifacts, please refrain from moving furniture or pictures, decorating the walls or ceiling, and writing on the blackboard. Floral arrangements are welcome. Pew end decorations may be used only if they are attached using either string or loose fishing line. Please no staples, tacks, glue, tape, or wire.
28. If you feel you must move furniture, please return it to its proper place when your event is over. There is a floorplan posted in the entryway.
29. Bird seed, not rice, may be thrown. It must be swept off the steps and walk before you leave.
30. Since the Oahe Chapel has no maintenance staff, clean-up before and after your event is your responsibility. A broom and a dust pan are located in the front entry. You may use the trash bag in the waste can. Please be sure to replace it with a bag from the bottom of the can.
31. The chapel must be cleaned and your belongings removed immediately after your event, not later that day or the next day. Someone else may have the Chapel booked within hours of your event. Also, church services are held at 8 a.m. every Sunday from Memorial Day weekend through Labor Day weekend.
32. Please close windows and retrieve your belongings, including the trash bag. (A checklist will be provided when you pick up the key and is also posted in the entry of the Chapel.)
33. Lock the door. If there is a problem with the lock, you must call the emergency contact (see below). If necessary, leave a message to assure that someone knows the building remains open.
34. Do NOT put trash in the Visitor Center indoor or outdoor trash cans. Take it with you.
35. These rules apply to both indoor and outdoor events.
36. **It is your responsibility to inform others at your event about these rules.** If you have someone else cleaning up after the event, please make sure they are aware of these guidelines & give them the checklist you will receive when you pick up the key.
37. **Any infraction of these rules may result in the forfeit of your key deposit.**

The emergency after-hours contact is Mary Jo Gourneau at 605-222-6291, if she is not available please call David Hussey at 605-670-7195. If both are unavailable, please leave a message. Questions may be directed to Katie Goss (katie.goss@state.sd.us or 605-773-2907), Monday-Friday, 8 a.m.-5 p.m..