

**OLIVE VIEW-UCLA MEDICAL CENTER  
PASTORAL SERVICES DEPARTMENT  
POLICY & PROCEDURE**

**NUMBER: 979  
VERSION: 2**

**SUBJECT/TITLE: CHAPEL USAGE**

**POLICY:** It is the policy of Olive View-UCLA Medical Center to provide a chapel for the spiritual needs of patients, visitors, and employees.

**PURPOSE:** To provide a peaceful space for reflection, prayer, spiritual renewal and worship.

**DEPARTMENTS: PASTORAL SERVICES**

**DEFINITION:**

**PROCEDURE:**

1. Chapel will be open 24 hours daily.
2. Chapel use for special occasions will be scheduled through the Pastoral Services Department.
3. Chaplain will be responsible for chapel’s oversight:
  - a. Monitor cleanliness.
  - b. Assure furniture is available and appropriate.
  - c. Provide literature (i.e., Bibles – English, Spanish and other languages when available).
  - d. Provide notebook for prayer requests.

References:	
Approved by: Joselin Escobar Duran (Assistant Hospital Administrator II)	Date: 07/10/2014
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