

# Use of Dewald Chapel for Weddings Policy

## ADM 9.2

### Student Affairs

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Policy Type: Operational

Applies to: University of Mount Union – students, faculty/staff and their children, trustees and their children. The University limits on-campus weddings to campus constituents as outlined above.

### POLICY DATES

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Issued: 5/6/2016

Revised:

Edited:

Reviewed:

### Policy Details

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1. **Who:** Mount Union students; alumni; faculty-staff and their children; trustees and their children are welcome to schedule their weddings on campus.
2. **When:** Weddings may be scheduled only for the summer months and during some academic breaks when the University is not in session. (mid-May to mid-August)

No reservation will be confirmed for dates more than 15 months prior to the scheduled wedding date in order to comply with the campus calendar. Reservations are not final until the signed, completed form and non-refundable security deposit is received and confirmed by the University of Mount Union.

3. **How:** Space may only be reserved through the Manager of Campus Card and Facilities Scheduling (330-823-2881).
4. **Where:** Approved weddings either outdoor or indoor are to be scheduled between 10 a.m. and 7 p.m. Only one indoor wedding will be scheduled per day.

The Dewald Chapel will be made available for up to two hours of rehearsal before the wedding day. The chapel may be reserved for a total of four hours on the day of the wedding. Additional charges will be assessed for use of the chapel beyond these time frames.

Outdoor weddings can be scheduled at various locations upon approval by the University of Mount Union. Arrangements for a dressing area must be made in advance upon scheduling.

5. **Fees:**
  - a. \$300 (\$75 nonrefundable deposit with remainder due two weeks prior to the event)
  - b. Additional time: \$50 per hour

Checks should be made payable to the University of Mount Union, Attention: Business Office, 1972 Clark Ave, Alliance, Ohio 44601. Please indicate the wedding party name and wedding date on the check.

Fees for clergy and musicians are separate from the wedding fee and are determined in consultations with those individuals. Fees are to be paid directly to them prior to the event or at the time services are rendered.

6. **Clergy:** The couple is responsible for the engagement of clergy to officiate. Only those persons licensed or approved in their denominations may officiate marriages on campus. Online marriage credentials or civil servants will not be allowed to officiate in Dewald Chapel. Additionally, clergy are to be registered with the Secretary of State of Ohio (877-767-34530) prior to performing a marriage. A recommended fee would be \$350-\$400.
7. **Musicians:** Couples may contact and secure the services of musicians of their choice, and all fees are negotiated directly with the musicians. A Holtkamp tracker organ is available for use during wedding ceremonies and only those qualified to use this instrument are permitted access. Additionally, a Clavinova is available for use by a pianist. Couples are urged to remember that Dewald Chapel is a worship facility and should be treated with the respect due such a space. Additional information regarding the organ and suggested musical selections is available from the Office of Campus Card and Facilities Scheduling.

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- 8. Facilities:** Dewald Chapel is a facility that functions to serve the campus community within the Christian tradition. Weddings in the building should reflect and honor the importance of this tradition. Civil ceremonies will not be held in this space.

Indoor weddings held in the Myers Sanctuary of Dewald Chapel can accommodate 200-225 guests.

There must be an aisle clearance of 48" to meet build code regulations. If the wedding photographer wishes to move the front pews to the side for formal pictures AFTER the ceremony, the pews must be returned to the same space immediately after the photo session.

Only the University Chaplain and approved Physical Plant personnel are authorized to shift any furnishings in the Myers Sanctuary. Requests for shifting a pew to allow for wheelchair access must be made before the rehearsal.

A sound system is located in the sacristy of the Myers Sanctuary that can be used for CDs during the ceremony. It is the responsibility of the couple to find someone to turn on the CD if it is used in the ceremony. Mount Union will NOT provide staff to run the sound. The only need with the audio system is to turn the power on and off.

The altar in the chancel area may not be moved from its location in the center of the dais. Additionally, the plastic cover must remain in place to protect the surface from scratches.

The women's restroom provides a dressing area for bridal parties. Two additional gathering areas (room 104 and 126) are also available for the wedding party.

Two fire extinguishers are located in Dewald Chapel. They can be located in Room 104 and in the hallway by the women's restroom.

**Building Guidelines:** Aisle runners are permitted in Myers Sanctuary if pinned in place (35 ft. maximum length). Rose petals may be scattered on a runner only!

Pew or candelabra bows are allowed if placed with rubber bands or ribbon. Please protect the wood and brass from scratches.

Two candelabras with candles are provided by Dewald Chapel. Please indicate on the reservation form if you wish to use them.

Unity candle sets are the responsibility of the couple and must be arranged to protect the altar from spilled wax.

Floral arrangements should be free-standing. Greenery must be in acceptable containers, with protection for carpets. It is your responsibility to relay this policy to the florist.

There is to be NO tobacco or alcohol in Dewald Chapel. There is a refrigerator in Room 104 for bottled water. Otherwise, food and drink are not permitted. Smoking is not permitted within 30 feet of the building.

Birdseed or bubbles may be used outside only. Release of balloons is prohibited.

The wedding party is responsible for basic clean up. The University is not responsible for items left in Dewald Chapel.

Please be respectful of others who might share the space, as the open architecture allows noise to carry. Likewise, please do not allow children to run in the building or to throw balls inside.

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**Parking:** There are seven spaces located west of Dewald Chapel along Stadium Drive. Two are handicap spaces with five spaces for general purposes. Parking is also available south of the chapel in the King Residence Hall lot, northwest in the Hoover-Price Campus Center lot and southwest in the Hartshorn Street lot. No parking will be reserved for the wedding. Wedding limousines are not allowed on the university sidewalks.

**Cancellations:** The \$75 deposit is non-refundable. Weddings must be cancelled in writing to the attention of the Campus Card and Facilities Scheduling Manager. (330-823-2881). You will be responsible for the entire fee if the wedding is not cancelled in this manner. Weddings cancelled less than one week prior to the date of the wedding will be charged the entire fee as well.

*The University of Mount Union prohibits discrimination on the basis of race, gender, gender identity or expression, sex, sexual orientation, religion, age, color, creed, national or ethnic origin, veteran status, marital or parental status, pregnancy, disability, or genetic information, in student admissions, financial aid, educational or athletic programs, or employment as now, or may hereafter be, required by university policy and federal or state law.*

### Responsibilities

Position or Office	Responsibilities
Campus Card/Facilities Scheduling	Scheduling Events/Reserving Facility

### Contacts

Subject	Office	Telephone	E-mail/URL
Reservations	Campus Card/Facilities Scheduling	330-823-2881	<a href="mailto:Student_Affairs@mountunion.edu">Student_Affairs@mountunion.edu</a>
Specific event questions	University Chaplain	330-823-2838	<a href="mailto:Student_Affairs@mountunion.edu">Student_Affairs@mountunion.edu</a>

### History (required)

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