

CHAPEL OF THE RESURRECTION

MARRIAGE SERVICE GUIDELINES

Please read carefully the following information regarding the policies and guidelines for having a wedding at the Chapel of the Resurrection. Your signatures on the application form indicate that the information was read, and that you agree to abide by the policies and guidelines if your application is approved and a date for your wedding is available.

GENERAL INFORMATION

A wedding is a service of worship in which the promises of marriage are made before God and the Christian Assembly. Your wedding is a sacred occasion. It will be most meaningful to you when there is careful planning and we here at the Chapel of the Resurrection are here to assist you. The guidelines contained within will help you determine if the Chapel is the right worship space for your special day.

The staff of the Chapel does its utmost to make every wedding a memorable occasion. In return, we request that you recognize the effort and professional training that the staff brings to all worship services. You can be helpful in the following ways:

- Instruct your guests to arrive on time.
- Remind all members of the wedding party that the Chapel of the Resurrection is a house of worship, and that their behavior at the rehearsal and wedding should reflect the respect that is due to God.
- Inform your family and guests that Valparaiso University is a smoke free campus. Smoking is only allowed in ones personal vehicle.
- With the exception of the wedding party, no parking is allowed in front of the Chapel or anywhere in the turn around area. Handicapped parking is allowed as identified in front of the Harre Union across from the Chapel. *A downloadable map can be found and duplicated at www.valpo.edu/maps/*
- Chapel of the Resurrection and Valparaiso University are not responsible for any lost, stolen or damaged articles. We urge you to place valuables in secured and locked areas.

SCHEDULING THE MARRIAGE SERVICE

1. Dates

During the school year weddings are celebrated on Saturdays only. The first scheduled wedding on a Saturday is 1:00 p.m. The last scheduled wedding on a Saturday is 5:00 p.m.

Weddings are not conducted on Saturday mornings or Saturday evenings during the academic year due to the use of the chapel in preparation for Sunday services.

CHAPEL OF THE RESURRECTION

The Chapel of the Resurrection does not schedule marriage services on:

- Sundays during the school year
- Orientation weekend at the beginning of the fall semester
- Homecoming and Family weekends
- Thanksgiving Day and weekend
- Christmas Eve through New Year's Day and weekend
- University Christmas recess
- Holy Week
- Commencement weekend
- Other dates depending on the University calendar for a given academic year.

2. Advance Scheduling

As we deal with our busy schedules, it's clear that the longer the lead-time we have, the better. We do **NOT** confirm any weddings more than one year in advance of the date requested. This is necessary in order to ensure that the University's use of the building for convocations, concerts, and other functions is not compromised during the academic year. University events receive first priority consideration. However, if you are interested in a date more than a year in advance, we will accept your application and place you on a waiting list.

3. Scheduling Wedding

Your wedding reservation will be confirmed only upon receipt of all applicable fees and completed and signed application form. **No "tentative" dates may be reserved.** No dates may be considered reserved until after all fees are paid.

The time allotted for the Saturday Wedding Service as follows:

1:00 p.m. (Reserved time: 12:00 noon – 3:00 p.m.)

5:00 p.m. (Reserved time: 4:00 p.m. – 7:00 p.m.)

The one hour between the weddings (3:00 p.m. - 4:00 p.m.) is reserved for the housekeeping staff to ready the chapel for the next service. At the end of three hours, everyone must cease activities and vacate the chapel including any florists, photographers and/or other wedding professionals.

For example, with a 1:00 p.m. service, your schedule would be:

12:00 noon	Reservation begins - Bride arrives at the Chapel; flowers delivered and decorations set.
12:15 p.m.	Groom arrives at the Chapel
12:30 p.m.	Prelude of wedding music; guests are seated; photos may be taken
1:00 p.m.	Wedding Service begins
2:30 p.m.	Photos of wedding party completed
3:00 p.m.	Chapel must be exited, cars moved, and the Chapel reservation ends.

CHAPEL OF THE RESURRECTION

4. **Wedding Rehearsal**

A one-hour wedding rehearsal is essential. Only those participants vital to the wedding ceremony should be present on the rehearsal day. The minister, wedding party and other participants (musicians, photographer, etc) must be on time. Promptness for both the wedding rehearsal and ceremony are very important out of consideration for other services that may be taking place at the Chapel that day. The Chapel of the Resurrection reserves the right to adjust rehearsal times in accordance with the needs of the university community.

THE MARRIAGE SERVICE PREPARATION

1. **Ministers**

Secure your ordained pastor or minister as soon as the wedding and rehearsal dates are scheduled. A listing of University pastors may be obtained from the chapel office. The bride and groom may have a home pastor or minister of their choice conduct the Wedding Service. Every courtesy will be extended to visiting clergy. No marriage Service in the Chapel of the Resurrection is to be conducted by a civil judge or a Justice of the Peace.

If a pastor of the Chapel of the Resurrection or other clergy of the University conducts the Wedding Service, the approval of the bride and groom's home pastors must be secured in writing. The appropriate letters are to be addressed to the University pastor conducting the service in the care of:

The Chapel of the Resurrection
1600 Chapel Drive
Valparaiso, IN 46383.

Conduct of the Marriage Service or participation in the Marriage Service by a priest of the Roman Catholic communion must have the approval of the Bishop of the Diocese of Gary (Indiana).

Pastors or Ministers may use the west sacristy of the chapel, located near the baptismal font, for vesting. Visiting clergy are to bring their own vestments with them for the Marriage Service.

The rental fee does not cover honoraria for a University Pastor. Please feel free to discuss this matter with your pastor or minister.

2. **Pre-Marital Counseling**

Pre-Marital Counseling prior to wedding is recommended of all couples. The purpose of this counseling is to enrich the upcoming marriage. The counseling is usually conducted by the pastor/minister performing the wedding. Please contact directly your pastor/minister for details and additional fees.

051511

CHAPEL OF THE RESURRECTION

3. Civil Marriage License

Proof of age and marriage license are required by the State of Indiana. A marriage license expires sixty days after it is issued and only valid in the State of Indiana. Please submit a copy of a valid marriage license to your pastor prior to the rehearsal date. To obtain a marriage license, each of you will need one of the following pieces of identification:

- Valid driver license or other identification issued by the State containing date of birth and correct current address (if address is different you will need to provide a current utility bill with your name and current address).
- A certified copy of birth certificate

For more information about a marriage license application and fees, please contact:
Porter County Courthouse
Clerk's Office, Records Department, 2nd Floor
16 Lincolnway, Valparaiso, IN 46383
Clerk's Office Phone: 219-465-3453
Recorded message of marriage license information: 219-465-3455

4. Music for the Marriage Service / Organist / Soloist / Instrumentalist

The Wedding Service is corporate worship, and the music chosen for the service should be music for Christian rejoicing and prayer. Congregational hymns are appropriate and may be effectively sung for the entrance and recessional of the bridal party or between readings. Other vocal music should contribute a clear Christian word to the service, and instrumental music should be chosen for the festivity and reverence it can contribute. Music with strong secular association and popular songs and ballads, even "favorite songs" of the bridal couple, are, in most cases, as inappropriate at a Christian wedding as they would be at a Sunday morning church service.

A listing of musicians associated with the University may be obtained from the chapel office. It is permissible to have a musician of your choice play the service. However, it is advisable to use University musicians to avoid problems of competence, scheduling of practice times, and the like, unless there is a compelling reason to do otherwise.

The rental fee does not cover honoraria for university musicians. Please feel free to discuss this matter with them.

5. Sound System

The chapel will provide a service of sound system operator for both the rehearsal and the Wedding Service.

CHAPEL OF THE RESURRECTION

6. Photographers and Videographers

The chapel does not provide any photography and/or videography service. The photographer and videographers of your choice should be contacted at least three months prior the wedding date or sooner. Please ensure that the photographer and videographer know the requirements regarding photography in the chapel. It is your responsibility to make sure that both photographer and videographer are aware and follow all the guidelines. Please consult with your pastor regarding when wedding pictures can be taken during the service.

7. Holy Communion

Holy Communion is a service for the congregation. It is not to be celebrated at the Wedding Service if only the bride and groom or members of the wedding party receive the sacrament. If it is to be celebrated, all in the congregation who, under the practices of the particular Christian church conducting the Wedding Service, are eligible to receive the sacrament should be able to receive it.

If Holy Communion is celebrated at the Marriage Service by one of the pastors of the University chapel or one of the clergy on the University staff, the communion statement of the Chapel of the Resurrection is to be printed in the marriage service folder. It is as follows:

This Service of Word and Sacrament today in the Chapel of the Resurrection is sponsored by Valparaiso University and conducted in accordance with Holy Scripture and the Lutheran Confessions. The Holy Communion is celebrated here in the confidence of receiving from our Lord all that he promises when he gives his body and blood to eat and to drink. With such celebration goes the pastoral concern that all worshipers examine themselves lest they contradict Christ by sin against him and his people. In the Sacrament we are most fully one with Christ and with one another, and in this Meal we are nourished to live in faithfulness to Christ and his Word and in forgiveness and in love toward one another. Because communion at the table of our Lord is such a confession of faith, worshipers who are in doubt or who hold a differing confession of faith and yet desire to receive the Sacrament should first avail themselves of consultation with one of the pastors.

If Holy Communion is celebrated, it is the responsibility of the couple to purchase the bread and wine for the service and to provide the sacramental vessels. Sacramental vessels of the chapel may be used if the wedding is presided by one of the University pastors. All set-up and take down arrangements as well as clean-up following the sacramental celebration are the responsibility of the bride and groom.

8. Certificate of Liability Insurance

Certification of liability insurance with a minimum of \$300,000 coverage is required. This is a document from your insurance carrier with whom you have a home owner's policy. Valparaiso University needs to be named as the certificate holder with your

051511

CHAPEL OF THE RESURRECTION

wedding date on the form. Please submit this document to the Chapel office at least 30 days prior to your wedding date.

9. **Service Folders**

If a service folder is desired, this is to be arranged by the bride and groom in consultation with the minister conducting the Marriage Service, the organist and other musicians. The Chapel of the Resurrection does not print such service folders, or have any folders available for purchase.

THE BUILDING AND ITS USE

1. **Seating Capacity of the Chapels**

The Chapel of the Resurrection (main chapel) seats 1800 and has a 193 foot long center aisle. The Gloria Christi Chapel (located on the lower level under the chancel of the main chapel) seats 150.

2. **Arrangements of Pews and Chairs**

Pews and chairs in the Chapel of the Resurrection and pews in the Gloria Christi Chapel **must** remain in the position in which they are found. No adjustments will be made from these arrangements.

3. **Use of Altars**

No flowers or candles or other objects may be placed on the altars. Only the Scriptures and the vessels and elements for Holy Communion are to be placed on the altars.

4. **Decorations and Other Additions to the Chapel for the Marriage Service**

a) **Chapel Decorations Already in Place**

The chapel is rented as it is for a given season of the church year. Any banners or other decorations in the chapel for a given season of the church year must remain in place for the Wedding Service. They are not to be removed or set aside. The paschal candle stand, placed in the chancel during the season between Easter and Pentecost, must remain in its location for Wedding Services.

b) **Decorations Brought in to the Chapel**

The bridal party must remove all decorations, including flowers and plants brought in for the Wedding Service, **the day of the wedding.** They are not to remain in the chapel overnight. It is necessary that the bride/groom make arrangements for this removal or see to it that it is done. Any decorations and other items left behind will be disposed at the end of reservation time.

CHAPEL OF THE RESURRECTION

c) **Kneeler and Unity Candle**

If desired, the chapel will provide a kneeler (prayer desk) and/or a Unity Candle stand. The bride and groom must provide candles for the Unity Candle stand. No candelabra are to be brought into the chapel. Only the candles already at the altars are to be used. A plastic sheet must be placed under the candle stand by the chapel housekeepers to avoid wax dripping on the limestone. A small table may be provided if desired to hold other items or a different Unity Candle stand.

d) **Flowers and Balloons**

It is the couple's responsibility to contact the florist of their choice at least three months before the wedding date (or sooner). Wedding participants may arrange flowers in the chapel within the one-hour setup time before the ceremony begins.

Florist and decoration restrictions are applied:

- Flowers may not be placed on the altar. They may be placed on stands at the sides of the altar or on the chancel steps. The florist must provide stands.
- Flowers or ribbons may not be attached to candle stands.
- Flowers or ribbons may be attached to the pews to mark row reservations using masking tape.
- Flowers or ribbons may not be attached to any brass rails in the chapel.
- Real flowers may be used and a protective mat/covering should be placed under all potted plants and/or live floral arrangements.
- No flowers will be permitted on the organ or piano.
- Scotch tape, duct tape, glue or adhesive tape or any other tape that leaves marks on the pews are not allowed. Masking tape is acceptable.
- No staples, pins, screws or nails can be put into any wood, plaster, drywall, or concrete surface. Use masking tape only.
- Balloons of any kind are not allowed.
- All tape, flowers, plants and decorations brought in for the Wedding Services must be removed carefully by the bridal party during the three-hour reserved time the day of the wedding service. It is necessary that the bride/groom make arrangements for this removal or see to it that it is done. Any decorations and other items left behind will be disposed at the end of reservation time.

e) **Aisle Runner and Flower Petals**

For safety and liability concerns, runner and flower petals of any kind down the center aisle are not allowed.

f) **Throwing Rice, Birdseed, Glitter, Confetti, Etc**

Throwing rice, birdseeds, glitter, confetti or any other such materials inside or outside the building is not permitted.

CHAPEL OF THE RESURRECTION

4. Dressing Rooms

Dressing room space is limited in the Chapel of the Resurrection. The women's restroom in the undercroft at the west end is adequate for dressing by the bride's party. The Undercroft will also be made available for use. Any food or other items must be cleared from the room by the end of the allotted time. This area is air-conditioned.

Men are requested to arrive ready for the wedding, as there is no adequate space in the building for them to use. The men can use Gloria Christi chapel where a restroom and a water fountain are available.

5. Alcoholic Beverages and Smoking

Under no circumstances are alcoholic beverages (other than wine used in the celebration of the Holy Communion, if such a celebration is scheduled) to be brought into the chapel. If the Wedding Host, housekeeper or another member of the chapel or university staff see such alcoholic beverages or smoking in or near the chapel at the rehearsal or the Wedding Service they are authorized to call the University Police so that appropriate action may be taken.

6. Parking

Only the bridal limousine or its equivalent can park on the road in front of the chapel. Handicapped parking is allowed as identified in front of the Harre Union across from the Chapel. Guests may park on campus parking area Lot 20 (141 parking spaces), Lot 15 (110 parking spaces), Lot 14 (195 parking spaces) and Lot 1 (177 parking spaces) in that order. *A downloadable map can be found and duplicated at www.valpo.edu/maps/*

Please note that it is the couple's responsibility to provide a copy of policies and guidelines to all third-party professionals for review prior to the rehearsal and marriage service.

CHAPEL OF THE RESURRECTION

MARRIAGE SERVICE FEES **Effective May 15th, 2011**

All fees are valid for wedding reservation received from May 15th, 2011 with wedding service in 2011 through 2012.

Chapel Fee

Affiliate*:	Chapel of the Resurrection	\$600
	Gloria Christi Chapel	\$600
Non Affiliate:	Chapel of the Resurrection	\$1,200
	Gloria Christi Chapel	\$1,200

*) Affiliate fee applies only for Valparaiso University current students, alumni**, current faculty and staff, and children of current faculty and staff:

***) Alumni discount applies only for the bride and/or groom to be.

Required Service Fee*

Affiliate and Non Affiliate	\$300
-----------------------------	-------

*This service fee includes Chapel Wedding Coordinator, sound system operator, and the custodian services. This fee does not cover honoraria for university pastors and musicians.

Payment

All fees are due upon wedding reservation. Check payment only.

CHANGE, CANCELLATION AND REFUND POLICY

Rental Fee

A one-time change of date is allowed prior to 180 days of the original confirmed wedding reservation date. Any increased fee on the new confirmed date applies. Written request by email for change or cancellation is required. If the reservation is changed or canceled within 180 days of the wedding, a \$300 change and cancellation fee applies.

**All fees, policies and guidelines are subject to change without prior notice.
The Chapel of the Resurrection reserved all rights.**