

CHAPEL OF THE RESURRECTION MARRIAGE SERVICE GUIDELINES

Please read carefully the following information regarding the policies and guidelines for having a wedding at Valparaiso University.

Signatures on the application form indicates both the bride and groom have read the information, and agree to abide by the policies and guidelines.

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. The following guidelines will help you determine if Valparaiso University is the right venue for your special day.

The Chapel staff handles all wedding service logistics and they do their utmost to make every wedding a memorable occasion.

You can be helpful in the following ways:

- Instruct your guests to arrive on time.
- Inform your family and guests that Valparaiso University is a smoke free campus. Smoking is only allowed in one's personal vehicle.
- Follow Parking Rules as indicated within each lot.
Specifically at the Chapel, 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.
- Parking for other locations is available and can be discussed with the chapel wedding coordinator.
A downloadable map can be found and duplicated at valpo.edu/maps.

The 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

Dates

During the school year, weddings are celebrated on Saturdays only (Fall Break is the exception).

Valparaiso University and 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 may not be available depending on the University calendar for a given academic year.

Time

There are two timeslots allotted for Saturday Wedding Services:

- 1 p.m. (Reserved time: 12 noon – 3 p.m.)
- 5 p.m. (Reserved time: 4 p.m. – 7 p.m.)

The hour between the weddings (3 p.m. - 4 p.m.) is reserved for the housekeeping staff to ready the chapel for the next service. Following is a Sample Schedule for a 1 p.m. service:

12 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 p.m. Wedding Service begins and pictures following the ceremony

3 p.m. Chapel must be exited, cars moved, and the Chapel reservation ends. Everyone must cease activities and vacate the chapel including any florists, photographers and/or other wedding professionals.

Advance Scheduling

The more lead-time we have, the better. However, **we do NOT confirm any weddings more than one year in advance of the date requested.** This is necessary because University events receive first priority. Many of our spaces, including the Chapel are frequently used for convocations, concerts, lectures and other functions throughout the academic year.

PLEASE NOTE: If you are interested in a date more than a year in advance, we will accept your application and place your request on a hold for the date requested.

Reservation Process

The following steps are taken to reserve the date and time of your wedding service:

1. Call 219.465.7956 to inquire about availability and to receive an application form.
2. Submit application along with the sheet that says you have read the guidelines.
3. The Chapel's event coordinator will send a letter of confirmation that the date and time is available.
4. Submit full payment via check, payable to Valparaiso University within 15 days upon receiving email approval.
5. You will be sent an e-mail confirmation of your reservation along with a receipt for your payment, your reservation is complete at this point.

No "tentative" dates may be reserved.

Wedding Rehearsal

A one-hour wedding rehearsal is essential and is included in the reservation costs. Only those participants vital to the wedding ceremony should be present on the rehearsal day. The pastor, 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.

MARRIAGE SERVICE PREPARATION

Pastors

Secure your ordained pastor as soon as the wedding and rehearsal dates are confirmed. A listing of University pastors can be obtained from the chapel office. The bride and groom may have a home pastor or a pastor of their choice conduct the wedding service. Each church body may have specific guidelines for their pastors. Be sure to check with your pastor to make he/she has talked to their presiding bishop of the district, synod or diocese.

No marriage service in the Chapel of the Resurrection is to be conducted by a civil judge, Justice of the Peace or anyone who has been “ordained” through an on-line website. Your pastor or minister must be recognized by their church.

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

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

Pastors may use the Vestry, located in the narthex of the chapel, for vesting. Visiting clergy are to bring their own vestments for the marriage service.

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 performing the wedding. Please contact your pastor for details.

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

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.

The couple is responsible for obtaining any music copyright permissions.

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, but NOT required.

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

Sound System

The chapel provides a sound system operator for both the rehearsal and the Wedding Service. This cost is included in your fees.

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. Consult with your pastor regarding when wedding pictures can be taken during the service.

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 are eligible to receive the sacrament should be able to receive it according to the practices of the particular Christian church conducting the wedding service.

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.

Certificate of Liability Insurance

Certificate 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. It is also available through on-line providers. A list is provided. Valparaiso University needs to be named as the certificate holder with your wedding date on the form. Please submit this document to the Chapel office at least 30 days prior to your wedding date.

Service Folders and Hymns

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

CHAPEL OF THE RESURRECTION - THE BUILDING AND ITS USE

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.

Seating Capacity of the Chapels

The Chapel of the Resurrection (main chapel) seats 1500 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 120.

Arrangements of Chairs

Chairs in the Chapel of the Resurrection and the Gloria Christi Chapel must remain in the position in which they are found. No adjustments can be made.

Use of Altars

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

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. i.e. 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. Any decorations and other items left behind will be disposed at the end of reservation time

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 candelabras are to be brought into the chapel. The candles already at the altars are to be used only if there is communion. 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. Wedding participants may arrange flowers in the chapel within the one-hour setup time before the ceremony begins.

Florist and Decoration Guidelines and Restrictions:

- Flowers may not be placed on the altar, piano or organ.
They may be placed on stands at the sides of the altar, on the chancel steps, or near the piano or organ. The florist must provide stands.
- Flowers or ribbons may not be attached to:
 - candle stands
 - any brass rails in the chapel
 - Only masking tape, painters tape or tying ribbons or flowers onto chairs is permitted to the chairs. (Scotch tape, duct tape, glue or adhesive tape or any other tape that leaves marks on the chairs are not allowed.)
- Real flowers may be used and a protective mat/covering (provided by florist) should be placed under all potted plants and/or live floral arrangements.
- 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 service must be set-up and removed within the three-hour reserved time the day of the wedding service. It is necessary that the bride/groom make arrangements for this removal. Any decorations and other items left behind will be disposed of at the end of reservation time.
- For safety and liability concerns, **runner and flower petals of any kind down the center aisle are not allowed.**

e) Throwing Rice, Birdseed, Glitter, Confetti, Etc.

Throwing rice, birdseeds, glitter, confetti or any other such materials inside or outside the building is **not permitted**. The only item allowed are bubbles outside the chapel.

Dressing Rooms

Dressing room space is limited to the Chapel of the Resurrection. The women's restroom and the undercroft meeting room at the west end is adequate for dressing by the bridal party. Any food or other items must be cleared out from the room by the end of the allotted time. Men are requested to arrive ready for the wedding, as there is no adequate space in the building for them to dress. The men can use Gloria Christi chapel where a restroom and a water fountain are available.

Alcoholic Beverages and Smoking

Under no circumstances are alcoholic beverages to be brought into the Chapel. (Only wine used in the celebration of Holy Communion is allowed.) If the Chapel wedding coordinator, 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.

Parking

Only the bridal limousine or its equivalent can park near the location of the ceremony. Handicapped parking is allowed where identified. For the Chapel, guests may park on campus parking area Lot 20 (141 parking spaces), Lot 15 (110 parking spaces) in that order. Other parking locations will be determined should a wedding service take place at another location on campus.

A downloadable map can be found and duplicated at 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.

MARRIAGE SERVICE FEES

There is an **Affiliated*** fee and a **Non-Affiliated*** fee when making reservations for a wedding service at Valparaiso University.

*Affiliated fee requires individuals to meet one of the following criteria:

- ◆ Valparaiso University current students
- ◆ Valparaiso University alumni (only the bride or groom needs to be an alumnus)
- ◆ Current faculty and staff
- ◆ Children of current faculty and staff

Required Service Fee*

Affiliated and Non-Affiliate, same price *

This service fee includes Chapel Wedding Coordinator, sound system operator, and custodial services.

This fee does not cover honoraria for university pastors and musicians.

Payment

All fees are due in full when the wedding reservation is approved and due 15 days after receiving the approval email. Payment must be made by check. We cannot accept credit cards at this time.

Change, Cancellation and Refund Policy: Rental Fee

- A one-time change of date is allowed within the first 180 days of the original confirmed wedding reservation date without any additional cost. Any increased fee on the new confirmed date applies. A written request by email for change or cancellation is required.
- If the reservation is changed or canceled within 180 days of the wedding date, a change and cancellation fee applies.

Fees, policies and guidelines are subject to change without prior notice. Once a reservation has been made and payment has been received, there are no additional costs.

*** A wedding in the Chapel of the Resurrection will cost:**

\$950.00 for an affiliated couple (\$600.00 rental fee and \$350.00 service charge)

\$1,550.00 for a non-affiliated couple (\$1,200.00 rental fee and \$350.00 service charge)