



*Interfaith Chapel  
Memorial Service Reservation Policy*

The Interfaith Chapel is available for memorial services; **funerals are not held in the Chapel.**

Services including outside community, Monday through Friday, between 8 a.m. and 7 p.m. are discouraged due to limited parking on campus. Metered parking on Wilson Blvd. and parking in the River Campus parking lots is free after 7 p.m. weekdays and all day on weekends. For more information about the parking please contact parking office at (585) 275-3983.

**Availability/Reservations:** To find out if your date is available, please submit our [Memorial Service Inquiry Form](#) online. You will get feedback within 24 hours for requests submitted Monday - Friday, and for requests submitted on holidays or weekends someone will get back to you next business day.

Once preferred date is available and is placed on hold, Chapel Wedding Reservation Coordinator will put together reservation contract, which you will have to sign and return to us.

The fee for the use of the Sanctuary for Memorial Services is:

- \$225.00 for UR affiliated (alumni, students, staff and their children and grandchildren)
- \$325.00 for outside community

This fee includes the use of the Sanctuary for up to 3 hours and assistance of Chapel Event Coordinator. Payments should be made to the order of "UR Interfaith Chapel" and send to our address at least 5 business days in advance.

**Set-up, Furniture and Accessories:** The Sanctuary is setup with 200 chairs. On the podium there is a large lectern and oval altar table. If you would like to move the altar table and the lectern from the podium, please make arrangements with the Chapel Reservations Coordinator well in advance and additional fees will be added.

**Audio:** There are three microphones available to use: lapel, hand held and gooseneck. Additional equipment and assistance can be arranged through University Event and Classroom Management Office at (585) 275-2333 and additional charges will apply. Chapel will make those arrangements for non-University community members. University Departments will be asked to make those arrangements directly with ECM.

**Disability Accommodations:** The Sanctuary is wheelchair accessible and is equipped with a hearing loop assistive listening system. The restrooms are located on the Middle and River Levels and are accessible by the elevator.

**Music and Musicians:** If you would like to use University organist from the Eastman School of Music, please contact Eastman School of Music Organ Department. The organist fees are payable directly to him before your event.

In addition to the organ, a baby grand piano is also available. You are welcome to provide your own musicians.

**Flowers:** Flowers may be placed in the Narthex/ Lobby and on dais in the Sanctuary. Please do not place flowers on the organ or piano. Deliveries should be made the day of and 1hr before the service.

**Guest Books:** Guest books may be placed on one of the tables in the lobby near the Sanctuary doors (Chapel do not provide the books).

**Security:** In the event that you may need security services, please contact Public Safety, (585) 275-3333.

**Parking:** Weekday parking on the River Campus is very limited. Services between 8 a.m. and 7 p.m. Monday through Friday are discouraged. There is metered parking on Wilson Blvd. and parking tags may be purchased at the Information Booth on Wilson Blvd. for limited assigned parking. Shuttle service may be arranged from outlying parking areas through Chapel, at least 7 days in advance. The charges for the shuttle begin at \$220 for 2 hrs.

Please note: Those who have difficulty walking should be dropped off in front of the Chapel.

Parking on the River Campus is free after 7 p.m. weekdays and all day on weekends.

**Smoking:** In accordance with the Monroe County Department of Health and the University of Rochester Fire Marshall, there is *no* smoking in and around the Chapel.

**Receptions:** Please take note of the following information if a reception is to be held at the Chapel after the service. Reception rooms can be reserved for additional fees and according to their availability.

Room/Capacity	Equipment	Charges
<b>Brennan Room</b> 50 Standing/ seated 35 - 40 Use as is	Casual setting: <ul style="list-style-type: none"> <li>• Baby Grand Piano</li> <li>• lounge furniture</li> <li>• 25chairs</li> <li>• buffet table</li> </ul>	\$150.00 (cleaning and reset not included)
<b>River Room</b> 300 standing / 225 theater style/ 150 - 180 reception style with round tables	Baby Grand Piano, catering kitchen, chairs, <ul style="list-style-type: none"> <li>• 6 - 8ft buffet tables</li> <li>• up to 15 large round tables</li> </ul>	Monday - Thursday \$475 (evenings only) Friday evenings – Sunday ~ \$1800 (Setup/reset and cleaning included)

Charges for the River Level room include set-up to your (or your caterer's) specifications, clean up and re-set to room's original setting.

**Caterers:** Food from an unauthorized caterer is not allowed at the University. University approved caterers are listed below. *Alcohol is not allowed in or around the Interfaith Chapel.*

**University of Rochester approved caterers:**

Lorraine's Food Factory  
777 Culver Road  
Rochester, NY 14609  
(585) 442-6574

Dinosaur Bar-B-Que  
99 Court Street  
Rochester, NY 14604  
(585) 325-9127

J R Special Events  
1100 S. Goodman Street  
Rochester, NY 14620  
(585) 271-3108

Plunkett's Fabulous Foods  
900 Jefferson Road  
Rochester, NY 14623  
(585) 427-2740

Formula One Catering  
1477 South Avenue  
Rochester, NY 14620

Sarkis Catering  
201 Glide Street  
Rochester, NY 14611

(585) 442-5066

Gathering Catering Company  
99 South Main Street  
Churchville, NY 14428  
(585) 293-2840

Meliora Catering  
River Campus  
735 Library Road  
Rochester, NY 14627  
(585) 275-7687

(585) 436-8570

Tasteful Connections, Inc.  
1 Whipple Lane  
Rochester, NY 14622  
(585) 467-4400

Hawthorne Hill, LLC  
3500 East Avenue  
Rochester, NY 14618  
(585) 385-3537

For the most up-to-date list of approved caterers, please see:  
<http://www.safety.rochester.edu/sanit/approvedcaterers.html>