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 Reservations 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 190 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, please contact Zachary Zwahlen by phone (208) 821-7998 or by email at zzwahlen@ur.rochester.edu. Mr. Zwahlen charges a $300.00 fee which is payable directly to him prior to the service. Other organists may use the organ once approved by Mr. Zwahlen. A baby grand piano is also available for your use; approval is not needed.

**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 1 hr 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 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.

<table>
<thead>
<tr>
<th>Room/Capacity</th>
<th>Equipment</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brennan Room</strong></td>
<td>Casual setting:</td>
<td>$150.00 (cleaning and reset not included)</td>
</tr>
<tr>
<td>50 Standing/ seated 35 - 40</td>
<td>• Baby Grand Piano</td>
<td></td>
</tr>
<tr>
<td>Use as is</td>
<td>• lounge furniture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 25 chairs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• buffet table</td>
<td></td>
</tr>
<tr>
<td><strong>River Room</strong></td>
<td>Baby Grand Piano, catering kitchen, chairs,</td>
<td>Monday - Thursday $475 (evenings only)</td>
</tr>
<tr>
<td>300 standing / 225 theater</td>
<td>• 6 - 8ft buffet tables</td>
<td>Friday evenings – Sunday ~ $1800</td>
</tr>
<tr>
<td>style/ 150 - 180 reception</td>
<td>• up to 15 large round tables</td>
<td>(Setup/reset and cleaning included)</td>
</tr>
<tr>
<td>style with round tables</td>
<td></td>
<td></td>
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</tbody>
</table>

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  
  (585) 442-5066

- Sarkis Catering  
  201 Glide Street  
  Rochester, NY 14611  
  (585) 436-8570
Gathering Catering Company
99 South Main Street
Churchville, NY 14428
(585) 293-2840

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

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

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