Interfaith Chapel Wedding Reservation Policy

We are pleased that you are considering the Interfaith Chapel as the place for your wedding ceremony.

University of Rochester alumni, students and staff, their children and grandchildren as well as community members from all religious and spiritual traditions are welcome to reserve the Interfaith Chapel for their wedding ceremony. We ask to accord the Chapel with respect as it is a sacred and spiritual place. The Interfaith Chapel staff look forward to helping you plan your special day.

Reservations/Information:

You may contact Chapel Reservations Coordinator for more information, date availability or to arrange a site visit Monday through Friday between 8 a.m. and 4 p.m. by phone (585) 275-4321 or by e-mail uinterfaithchapel@rochester.edu. Visit our website at www.rochester.edu/chapel/reservations/weddings.html to learn more and submit forms.

Wedding reservations can be made up to 18 months in advance. Please note dates are not confirmed until a signed contract and deposit have been received.

The Chapel is air-conditioned.

Weddings will not be scheduled during religious holidays, University Commencement, Orientation, and Meliora, as well as on Memorial Day, Fourth of July and Labor Day weekends.

Saturday wedding times:

<table>
<thead>
<tr>
<th>Arrival time</th>
<th>Ceremony time</th>
<th>End time</th>
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<tbody>
<tr>
<td>9 a.m.</td>
<td>10 a.m.</td>
<td>11:15 a.m.</td>
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<tr>
<td>11:30 a.m.</td>
<td>12:30 p.m.</td>
<td>1:45 p.m.</td>
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<tr>
<td>2:30 p.m.</td>
<td>3:30 p.m.</td>
<td>4:45 p.m.</td>
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<tr>
<td>5 p.m.</td>
<td>6 p.m.</td>
<td>7:15 p.m.</td>
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In addition Sunday afternoon weddings (between 1-4 p.m.) can be scheduled during the months of June, July and first two weekends in August only.

With your reservation you are entitled to use the Sanctuary, Bride's and Groom's Room and will have assistance of the Chapel Event Coordinator. Because we may schedule more than one ceremony or rehearsal on a given day, please be prompt and considerate of the time.

Rehearsals: 45 minute rehearsals are scheduled on the evening before your wedding ceremony.

Rehearsal times: 4 p.m., 5 p.m., 6 p.m. and 7 p.m.

Clergy: Only religious ceremonies are performed in the Interfaith Chapel. You will be responsible for arranging your officiating clergy and any special items needed for your ceremony. The clergy of your choice will determine their fee which is paid directly to them. If you do not have a member of the clergy to officiate, we will be happy to supply you with the list.

The clergy person who will be officiating at your wedding is responsible for conducting the rehearsal.
If for any reason Chapel Event Coordinator must conduct your rehearsal, there is an additional $30.00 fee payable to the Event Coordinator on the day of the rehearsal.

**Fees:**
Make checks payable to the University of Rochester Interfaith Chapel and send to the attention of Reservations Coordinator at the address listed at the end of this document.

- Those who are affiliated with the University (graduate students, alumni, faculty, staff, their children and grandchildren) will be charged **$750**
- Full time undergraduate University of Rochester students will be charged **$550**
- Those not affiliated with the University will be charged **$1200**

A refundable deposit of **$200** is due when your contract is completed and will guarantee your reservation. The final wedding fee is separate and is due six weeks before the wedding date.

**Music:** If you would like to use organist from Eastman School of Music, please contact Eastman School of Music Organ Department well in advance.

A baby grand piano and audio system are also available. You are welcome to bring your own musicians. We ask that you keep in mind the religious setting in which your ceremony is taking place and to select your music accordingly. Show tunes and popular music are best kept for the reception. We ask that you limit vocal solos to no more than three, with no more than two during the ceremony itself. **Please note: the Clergy and the Organist fees are not included in the above wedding fees.**

**Chapel Event Coordinator:** Our Event Coordinators will help you plan your rehearsal and wedding ceremony. She will contact you approximately three weeks prior to the wedding to go over the details of your reservation and answer any questions you may have. If you need to contact her before that date, please call the Chapel office at (585) 275-4321.

**Furniture and Accessories:** There are 190 chairs currently set up in the Sanctuary, with 9 rows on each side of the main aisle. The main aisle is approx. 40 feet long. A large oval table and lectern are on the dais. If you would like additional chairs set up or altar table or lectern moved you need to make arrangements with the Reservations Coordinator at least 1 month ahead of your event and additional fees will apply.

**Flowers:** Please inform your florist that they may bring flowers and any other decorations to the Chapel no sooner than **1 hour** prior to your ceremony time. Flowers and any other decorations must be removed immediately following the ceremony. We ask that you do not place flowers on the organ. When an aisle runner is used, imitation petals are allowed. Please do not release balloons, throw rice, confetti, birdseed, bubbles, balloons, etc., inside or outside the Chapel. Unfortunately we had to discontinue these traditions due to accidents and clean up fees. No decorations may be attached to the walls, glass or wood trim with nails, pins, staples, tape or glue.

**Photographers/Videographers:** Please make it clear to your photographer/videographer that they have **one hour** prior to your ceremony to setup their equipment and must be out of the sanctuary by the end time stated in your contract. If you will be having pictures taken during the ceremony please ask them to be as discreet and as unobtrusive as possible so as not to detract from this very special time.

**Candles:** Unity candles and drip less candles may be used in the Chapel on the altar table for the ceremony.

**Receiving Line:** Due to time constraints receiving lines are not held at the chapel.

**Alcoholic Beverages:** **Alcoholic beverages are NOT allowed in or around the Chapel.** A $200.00 fine will be applied if this regulation is ignored.
**Smoking:** In accordance with the Monroe County Department of Health and the University Fire Marshall, there is no smoking in the Chapel or its surroundings.

**Valuables:** The University is not responsible for lost, stolen or valuables items left unattended.

**Cancellations:** In the event that you have to cancel your reservation, please contact the Chapel Reservations Coordinator as soon as possible. Though your deposit is non-refundable, you may re-book your wedding within one year of your original date with no additional deposit required.

**Disability Accommodations:** Chapel building is wheelchair accessible. The sanctuary is equipped with a hearing loop assistive listening system. Restrooms are located on the Middle Level of the Chapel and are accessible by elevator.

**Event Parking:** Parking on the River Campus and metered on Wilson Blvd. is free after 7 p.m. Monday – Friday and on all day on weekends. The Trustee Road parking lot (to your immediate right when entering the campus from Elmwood Ave.) is often used for weddings at the Chapel. Although wedding reservations are made well in advance, we do not have control of other University programs or events taking place on campus. Please note that an event could be scheduled without notice to Interfaith Chapel staff, which may involve some conflict with the Quad across from the Chapel, traffic on Wilson Blvd., parking and noise. We urge you to consider using University of Rochester shuttle service available upon request through the Chapel. Charges begin at $220/2 hr. min, and require two weeks’ notice. When parking on weekdays between 7 a.m. and 7 p.m. please stop at the River Campus Information Booth on Wilson Blvd. to purchase parking permit or you may park at the meters. There is no attendant at the information booth on weekends.

**Wedding Rehearsal Parking:** Parking on the River Campus and metered on Wilson Blvd. is free after 7 p.m. Monday – Friday and on all day on weekends. Any rehearsal before 7 p.m. free parking begins will have to purchase parking passes for your event from the parking booth the day of the your event or you have the option of pre-purchasing the parking passes for your guest through the chapel Administrative Coordinator. Please notify those attending your rehearsal on Friday evenings that there will be parking charge.

**Chapel Address:**
University of Rochester Interfaith Chapel
1045 Wilson Blvd.
Box 270501
Rochester, NY 14627

Chapel website: [www.rochester.edu/chapel/reservations/weddings.html](http://www.rochester.edu/chapel/reservations/weddings.html)

Please consider this wedding policy as part of your contract agreement. The University of Rochester Interfaith Chapel assumes no liability for use of its facilities should these policies be disregarded.

3/30/2021