



## *Interfaith Chapel Memorial /Funeral Service Reservation Policy*

The Interfaith Chapel is available to anyone for memorial services, and, to university affiliated persons, for funerals subject to the policies set forth below. University affiliated persons include students, faculty, staff, retired faculty and staff, alumni, trustees and the children or grandchildren of the same.

**Reservations** may be made by submitting Request for Memorial or Funeral service form online <http://rochester.edu/chapel/reservations/memorial-form.html> , email: [urinterfaithchapel@rochester.edu](mailto:urinterfaithchapel@rochester.edu) , or by calling the Interfaith Chapel Office at (585) 275-4321.

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

- \$225.00 for UR affiliated (students, faculty, staff, retired faculty and staff, trustees and the children or grandchildren of same)
- \$325.00 for outside community

This fee includes the use of the Sanctuary for up to 3hours and assistance of Chapel Event Coordinator.

Payments should be made to the order of "UR Interfaith Chapel" and send to 1045 Wilson Blvd. Rochester NY 14627

**Funerals** – Due to parking availability, funerals can only be held on Saturdays or Sunday mornings during the academic year. During Fall Break, Winter and Spring Break and the summer, other days may be possible providing adequate parking arrangements can be made. No reservations for funerals will be accepted for major university weekends such as Orientation, Commencement and Meliora weekends. Families should provide their assigned Chapel Event Coordinator with the name and contact information of the funeral home handling the funeral.

**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 275-4111 and additional charges will apply. Chapel will make those arrangements for Non –UR community members. UR Departments reserving space 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 Eastman School of Music Organ department to learn about organist availability and fees. A baby grand piano is also available for your use.

**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 your event 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, 275-3333.

**Parking:** Weekday parking on the River Campus is very limited.

Memorial Services between 8am and 7pm 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 7pm 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>• 25 chairs</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> <li>• 225 chairs</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.

Food from unauthorized caterer is not allowed at the University.

University Approved Caterers are listed below. *Alcohol is not allowed in or around the Interfaith Chapel.*

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>