Interfaith Chapel Wedding Reservation Policy

Thank you for considering the Interfaith Chapel for your wedding ceremony. The Interfaith Chapel has hosted many beautiful wedding ceremonies over the years. Weddings of all faiths, genders and those without faith affiliations are welcome.

Hopefully, this information will answer most of your questions, but if not, feel free to contact us at urinterfaithchapel@rochester.edu or call the main office at (585) 275-4321, Monday- Friday from 8 a.m. – 5 p.m. For an overview of weddings at the Interfaith Chapel see our brochure (pdf).

The page below outlines the chapel's wedding policy. Please review all the information carefully, as you will be expected to follow the guidelines set forth in this policy. The University of Rochester Interfaith Chapel assumes no liability for use of its facilities should these policies be disregarded.

Scheduling

Wedding reservations can be made up to 18 months in advance. Religious holidays and University programing have priority over other events. Weddings are not held on national holidays.

Saturday Weddings Times

Arrival Time	Ceremony Time	End Time
9 a.m.	10 a.m.	11:15 a.m.
11:30 a.m.	12:30 p.m.	1:45 p.m.
2:30 p.m.	3:30 p.m.	4:45 p.m.
5 p.m.	6 p.m.	7:15 p.m.

Other wedding times: Sunday afternoon weddings (between 1-4 p.m.) can be scheduled during the months of June and July, and the first two weekends in August only. Friday evening weddings may be scheduled based on availability.

Wedding Rehearsals: For Saturday weddings 45-minute rehearsals are scheduled on the evening before at: 4 p.m., 5 p.m., 6 p.m. and 7 p.m. For Sunday weddings, rehearsal will be scheduled on the evening before after 7:15 p.m.

We may schedule more than one rehearsal or ceremony on a given day, please be prompt and considerate of the times above.

Availability/Reservations

To find out if your date is available, please fill out the Wedding Reservation Inquiry Form. You will receive feedback within 24 hours for requests submitted Monday – Friday and on the next business day for those submitted on weekends and holidays.

If your desired date is available it will be placed on hold and you will be asked to complete and submit the [Wedding Contract Information Form](#). Once this form is completed your official contract will be sent to you along with other important information.

You will have two weeks to review and return the signed contract to the chapel along with your refundable wedding deposit of $200. This fee is separate from the wedding rate fees and is refundable if all chapel guidelines are followed, please see the [Wedding Reservation Policy (pdf)](#) for more information. Wedding fees are due at least six weeks prior to the wedding.

Checks should be made payable to University of Rochester Interfaith Chapel and mailed to University of Rochester Interfaith Chapel, Reservations, 1045 Wilson Blvd. Box 270501, Rochester, NY 14627.

Cancellations

If you must cancel your reservation, please contact the Chapel as soon as possible. Although your deposit is non-refundable you may re-book within one year of your original wedding date with no additional deposit required.

Fees/Payments

The wedding reservation fees are as follows:

- University affiliated (alumni, faculty, staff, their children, and grandchildren): **$750**
- Full time University of Rochester students: **$550**
- Non-affiliated: **$1200**

All reservations require a refundable deposit of $200 that is due when your contract is completed and will guarantee your reservation.* The full wedding fee is separate and is due at least six weeks before the wedding date.

If for any reason your date is cancelled, your reservation fee will NOT be refunded. Also, alcohol is prohibited in the chapel. If any alcohol is brought into the chapel by the wedding party or guests, the reservation fee will be forfeited. Please see the alcohol policy below.

Fees include:

- Use of the sanctuary and two small waiting rooms for a total of three hours: a 45-minute rehearsal on the evening before and 2 hours and 15 minutes on the day of your ceremony
- Chapel event coordinator and assistant

Please note that **clergy and organist fees are not included in these fees**.

Clergy

Only religious ceremonies are performed in the Interfaith Chapel unless you are affiliated with the University. You are responsible for arranging your officiating clergy and any special items needed. The clergy of your choice will determine their fee which is paid directly to them.

The clergy person who will be officiating at your wedding is responsible for conducting the rehearsal. If for any reason the chapel wedding coordinator must conduct your rehearsal, there is an additional $50 fee that will be deducted from your $200 deposit.

If you do not have a member of the clergy to officiate, the chapel office will be happy to supply you with a list of officiates.

Music/Audio Equipment

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 the organist four weeks prior to your event.

In addition to the organ, a baby grand piano is also available. Sanctuary is equipped with a sound system, and three microphones (a lapel, lectern, and handheld). You are welcome to provide your own musicians.

Please keep in mind the religious setting in which your ceremony is taking place and 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.

Chapel Event Coordinator

The chapel event coordinator will help you plan your rehearsal and wedding ceremony. The coordinator will contact you approximately three weeks prior to the wedding date to go over the details of your reservation and answer any questions you may have. The event coordinator will be present the day of your rehearsal as well. The event coordinator is not responsible for leading or coordinating your wedding rehearsal. If for any reason the event coordinator must lead or coordinate your wedding rehearsal a $50 fee will be deducted from your $200 reservation fee. If you need to contact the chapel event coordinator before that date, please call the chapel office at (585) 275-4321.

Furniture and Accessories

The sanctuary presently accommodates 190 guests, 9 rows on each side of the main aisle; a large oval table and lectern are on the dais. If you would like additional seating or have the altar table or lectern moved arrangements must be made with the chapel's administrative coordinator at least one month prior to your ceremony; additional fees will apply.

Flowers

Your florist can bring flowers to the chapel no sooner than **one 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 throw rice, confetti, birdseed, bubbles, balloons, etc., inside or outside the chapel. Unfortunately, we have had to discontinue these traditions due to accidents and clean up fees. Decorations may not be attached to the walls or wood trim with nails, pins, staples, tape, or glue; metal binder clips work well.

Photographers and Videographers

Please make it clear to your photographer and/or 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.

Photographs may occasionally be taken of some events at the chapel by our staff. These photographs are used to promote future events. If you prefer not to be photographed, please notify your event coordinator prior to your ceremony.

Additional Information

Candles: Unity candles, drip less and battery-operated candles may be used on the altar table.

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

Alcoholic beverages: Alcohol is used for religious purposes only. Alcoholic beverages are **NOT** allowed in or around the chapel. Your $200 reservation fee will be forfeited 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 surroundings.

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

Disability/accommodations: The Sanctuary is located on the street level and is handicap accessible and is equipped with an assistive listening loop system. Restrooms are located on the middle level of the chapel and are accessible by the elevator. The chapel is air-conditioned**.**

Directions, Parking, and Shuttle Information

The University of Rochester Interfaith Chapel is located on the River Campus at [1045 Wilson Blvd., Rochester, NY 14627](#).

Parking is available along Wilson Blvd. and in various River Campus lots. The Trustee Road parking lot (to your immediate right when entering the campus from Elmwood Ave.) is recommended. Parking signs will be placed on the day of your ceremony.

Although wedding reservations are made well in advance, we do not have control of other University programs taking place on campus. We urge you to consider using the shuttle service available upon request through the chapel, the charge is $220 with a two-hour minimum.

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 a parking permit or park at the meters. Parking on the River Campus and at the meters on Wilson Blvd. is free after 7 p.m. on Friday and on weekends. Please notify those attending your rehearsal on Friday evenings that there is a parking charge.