



RICE MEMORIAL CHAPEL FACILITIES RESERVATION PACKET

Thank you for your interest in using the facilities offered by the Rice University Student Center. Enclosed you will find a Chapel Use Agreement, Musician Agreement, Musician Information Sheet, an Insurance Form, and Directions to Rice.

Rice University policy requires that one of the individuals using the Facility be a Rice University student, alumni, current faculty/staff member, or the child/grandchild of one of these groups. If neither individual fits these qualifications, he/she must be sponsored by a Rice affiliated person, (current faculty/staff) or alumni. This sponsor must fill out the enclosed form. The Sponsor will be held liable for any damage Rice University incurs resulting from the sponsored event.

Conditions of facility use can be found after the Chapel Use Agreement. Please consider these conditions carefully. The Student Center must receive a \$100 non-refundable deposit (which is applied toward the total amount) before the reservation is put on hold. **Full payment is due thirty (30) days prior to the event** and a completed contract must be received within 30 days of the date that the deposit is received. Confirmations of reservations are made only upon receipt of a completed contract and the \$100 deposit.

The fees for use of the Rice Memorial Chapel are as follows:

Facility use **non-peak \$700*** **peak \$1000***

The facility use fee will provide you with one (1) hour use of the chapel on the Friday prior to your wedding and three (3) hours use on the day of your ceremony.

Insurance **\$215* to \$235* (rate based on number of attending guests)**

Organist fee **\$200**

The Chapel has a pipe organ and a Boston piano available for use. Should you require the services of a musician, please contact Phillip Kloeckner @ (713) 668-4601 or pdk@rice.edu. The musician fee offers you a music consultation as well as for the musician to play at the first half hour of your rehearsal and the day of your wedding. Enclose a **separate check payable to Phillip Kloeckner** and send it with the signed Musician Agreement to the Student Center.

CHAPEL CANCELLATION POLICY. The following sliding scale of cancellation fees will apply:

Cancelled >9 months prior to the scheduled event 75% of the facility use fee is refunded.

Cancelled >5 months prior to the scheduled event 50% of facility use fee is refunded.

Cancelled <5 months prior to the scheduled event 25% of facility use fee is refunded.

Cancelled <1 month prior to the scheduled event 0% of facility use fee is refunded.

The Student Center also has accommodations for a wedding reception. The Grand Hall, Farnsworth Pavilion, and Ray Courtyard are suggested venues for such an event. Please contact the Student Center Reservations Office if you would like more information.

*Current Rice students, faculty and staff are charged non-peak \$360, peak \$510 and are not required to purchase insurance.

Revised 2/1/05 BRB

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