

Chapel Use Policies

Reservations

The Bride or Groom must be a current Rice University student, graduate*, current faculty/staff member or alumni, or the child of a current faculty/staff member or alumni or formally sponsored by an individual associated with Rice University. One hour will be allowed for a rehearsal on the evening prior to the wedding. On the day of the ceremony, the chapel may be reserved for 3 hours. Any set-up or pictures must be done during these three hours, unless you would like to pay for additional hours at \$125 per hour for such purposes. A Chapel reservation will be confirmed only upon receipt of full payment and a signed contract. Dates and the reservation time must be confirmed no later than one month after the reservation is made. Facilities scheduled on University holidays require the approval of the Student Center Director. Additional charges may apply.

Clergy

It is the responsibility of the event sponsor to make arrangements for clergy.

Music

Use of the Chapel organ is restricted to authorized Rice University music instructors and students. No exceptions will be granted. The name of an authorized organist, as well as, the contract will be provided by the Student Center staff. Information concerning other musical instruments can be obtained through the Shepherd School of Music at (713) 348-4854. A tape deck and CD player are also available.

Decorations

It is your responsibility to give a copy of these regulations to your bridal consultant, florist, etc.

- No lighted candles on the ends of pews or on the carpeted areas. Only drip less, contained candles may be used.
- Plastic or other protection must be placed under and live plants.
- There is no storage available before or after the wedding; decorations must be removed as soon as the guests leave the Chapel.
- Tape, tacks, or nails may not be used to affix items to any surface in the Chapel.
- **There may be no rice, rice bags, or confetti distributed on the premises. Birdseed may only be distributed outside of the Chapel. A minimum automatic \$70.00 clean-up fee will be assessed if this policy is not upheld.**
- The pulpit and lantern must not be moved.
- The wedding party is responsible for the return of the facilities to regular use in the same condition as received. Costs incurred in extraordinary cleaning, or in the repair or replacement of any item damaged will be assumed by the wedding party. Additional clean-up charges may be assessed after the event, based on the extent of the clean up required at \$35.00 per hour of service per custodian, with a minimum of \$70.00.

Bride's Dressing Room

The bride's dressing room will be available during the three hours reserved for the wedding ceremony. Personal possessions must be removed immediately following the wedding ceremony. The closest restrooms are located in the Student Center .

Reception

Wedding receptions may be held in other Student Center facilities. Separate arrangements must be made with the Student Center staff.

Fees

All fees are to be made payable to Rice University, except the organist fee. The Student Center must receive a \$100.00 non-refundable deposit, which is applied towards the total, before the reservation is put on hold. All signed paperwork must be received within 30 days from when the reservation is put on hold. **Full payment must be made 30 days prior to the wedding date.** The chapel seats 126 without the use of extra chairs. Up to 100 additional chairs may be added to the Chapel at no additional cost.

Current Rice Students, faculty and staff* \$400 non-peak \$600 peak All Others \$700 non-peak \$1000 peak

*Student status for weddings expires on August 31st following graduation.

Certificate Of Insurance

A certificate of insurance is required for all events. The certificate must have proof of commercial general liability and automobile liability insurance in amount of \$1,000,000.00 per occurrence per line of coverage. If the group is unable to provide a certificate of insurance the university can provide insurance coverage at a cost of \$225 - \$247 per event. Enclosed is a special events information sheet. This sheet needs to be filled out and sent to the Student Center Reservationist for groups in need of insurance.

Disclaimer

The Student Center and Rice University are in no way responsible for items lost, stolen or damaged during any event held in the Rice Memorial Chapel or the Student Center facilities.