

Received by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## CONFIRMATION OF USE OF CHRIST THE KING CHAPEL -WEDDINGS-

**RETURN TO:** Brittany Barko Krugger, [bbarkokrugger@mercyhurst.edu](mailto:bbarkokrugger@mercyhurst.edu)

(Please return this form **SIX WEEKS PRIOR TO WEDDING DATE**, OR CHAPEL WILL NOT BE PREPARED.)  
ANY CHANGES IN WEDDING PLANS, TIMES, CELEBRANTS, ETC. MUST BE COMMUNICATED TO CAMPUS MINISTRY IN WRITING, EVEN IF  
THESE CHANGES HAVE BEEN DISCUSSED VERBALLY.

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

(PLEASE NOTE: TIMES MAY NOT BE CHANGED WITHOUT PRIOR APPROVAL FROM THE UNIVERSITY CONTACT)

Name: Bride \_\_\_\_\_ Phone: \_\_\_\_\_

Groom \_\_\_\_\_ Phone: \_\_\_\_\_

Address (if changed from FORM I): \_\_\_\_\_ Zip \_\_\_\_\_

Has priest/deacon celebrating the wedding changed since FORM I? : \_\_\_\_ Yes \_\_\_\_ No  
(If Yes, please give new priest's name address and phone number)

Florist's Name \_\_\_\_\_ Phone \_\_\_\_\_

Photographer's Name \_\_\_\_\_ Phone \_\_\_\_\_

Musician(s) (if other than Brittany) \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

### PLEASE REMEMBER:

+The furniture in the Chapel foyer is for guests waiting for office appointments. It should be left in the same condition in which it was found. You are responsible for your guests.

+Please make sure that your guests do not bring FLOWER PETALS, BALLOONS, BIRDSEED, RICE, CONFETTI, OR ANY SUCH MATERIAL FOR THROWING BEFORE, DURING OR AFTER THE CEREMONY.

+Alcohol is strictly forbidden on the grounds of Mercyhurst University and, in particular, in or near Christ the King Chapel AND IF USED BY THE BRIDE OR GROOM MAY BE GROUNDS FOR INVALIDATING THE WEDDING VOWS. SMOKING IS PROHIBITED ON UNIVERSITY PROPERTY.

+Rehearsals and ceremonies should start on time. Other events may precede or follow your events.

+A person working with Campus Ministry will be present for the set-up and clean-up of the sanctuary for the rehearsal and ceremony. Please treat them with respect and refrain from unreasonable requests.

+Women are to use the Ladies Restroom located along the main hall of Old Main to dress and prepare. Men, if needed, may use the Men's Restroom located on the second floor of Old Main. No other room or facility at the university is authorized for use by the bridal party including, but not limited to, the South Parlor, classrooms or offices, unless prior authorization has been given by the appropriate administrator with the knowledge of the university contact.

Signature of the Bride \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Groom \_\_\_\_\_ Date \_\_\_\_\_