

CONTRACT FOR USE OF CHRIST THE KING CHAPEL

MERCYHURST UNIVERSITY

-WEDDINGS-

Please fill out this form completely before emailing to Brittany Barko Krugger, bbarkokrugger@mercyhurst.edu

Wedding Date: _____ Time: _____ (On Saturdays, no later than 3:00 pm)

Rehearsal Date: _____ Time: _____ (On Fridays, no earlier than 4:30pm)

(PLEASE NOTE: THESE TIMES, ONCE CHOSEN, MAY NOT BE CHANGED WITHOUT THE EXPRESSED PERMISSION OF the University contact)

Name: (Bride) _____ Name (Groom) _____

Address: (Bride) _____ Zip _____

Address: (Groom) _____ Zip _____

Email: (Bride) _____ Email: (Groom) _____

Denomination: Bride _____ Groom _____

Parish/Church: Bride _____ Groom _____

Check one: Wedding Ceremony Only Wedding Ceremony and Mass

(Generally, a Wedding Mass is reserved for the marriage of two Catholics)

Priest's Name _____

(Note: Priests from outside the Diocese of Erie must present a celebret or letter of good standing to the Diocese of Erie)

Email _____

Phone Number: (____) ____ - ____

Has either the Bride or the Groom been married previously? Yes No

(If YES, please provide information about that marriage---which party? Date? Where did the marriage take place?)

The couple to be married understands and agrees to the following:

1. That the information given above is true and correct.
2. That the fee for the use of the chapel is **five hundred dollars (\$500.00)** and is payable at the time of the reservation by online payment at:

3. Any changes as to times of wedding and rehearsal must be communicated in writing to the university contact as there may be other events before or after the wedding in question.
4. This contract includes the use of the chapel, the foyer, the restrooms and parking facilities as noted. The use of any other facility of the university is strictly forbidden unless specific permission has been given by the duly authorized official of that facility.
5. Mercyhurst University assumes no responsibility/liability for lost or stolen items.
6. The couple assumes liability/responsibility for any damage to the chapel or university facilities.
7. The use of the circular driveway in front of Old Main may not be assumed but must be permitted by Mercyhurst University Police and Safety.
8. The use of alcohol or any other substance that impairs responsible behavior is strictly prohibited.
9. The couple is responsible for the actions of their photographers/videographers who are asked to respect the sacred and solemn nature of the marriage rite.
10. Weddings and rehearsals should begin on time out of respect for other events that may be taking place. In the Catholic Church deems this reservation and contract NULL AND VOID.

11. The foyer area is to be respected as same as the chapel itself. The consumption of food or drink in these areas is forbidden.
12. The use of unity candles must follow the guidelines outlined in this reservation document
13. No unshielded candles may be used in the chapel nor any substance that might harm or mar the interior of the chapel.
14. The throwing or scattering of any substance (including but not restricted to flower petals, birdseed, rice, confetti, etc.) is strictly forbidden because of environmental, safety and sanitation issues.
15. Any damage and/or extraordinary cleaning to the building, chapel, foyer area, restrooms, etc. is the responsibility of the contracting couple which could result in assessment of extra monetary damages. (Rev. 9/23)
16. That the couple is responsible for carrying out the pre-marital preparation process of the Diocese of Erie (or the diocese in which they live) and that failure to do so or any impediment that would prohibit them from being married in the Catholic Church deems this reservation and contract NULL AND VOID.
17. No permission is given for anything not mentioned specifically in this contract without the express written permission of the chaplain of Mercyhurst University

AFFIDAVIT OF ELIGIBILITY FOR USE OF THE CHAPEL FOR MARRIAGE ACCORDING TO THE DIOCESE OF ERIE

Mercyhurst University Christ the King Chapel is a Roman Catholic chapel falling under the guidelines of the Roman Catholic Church and the Catholic Diocese of Erie. A diocesan policy concerning weddings in college chapels is in effect as follows: "In Campus Chapels, weddings are limited to students, faculty, staff, graduates of less than five years or graduates of more than five years who can demonstrate registration and participation in a parish." The CATHOLIC party or parties must provide that information and ATTEST TO and SIGN the following statement: "I solemnly attest to the fact that I meet the criteria for celebrating the Sacrament of Marriage in a college chapel in the Diocese of Erie."

Signature of Catholic party(ies): _____ Date _____

What is your relationship to Mercyhurst University? Alumni? _____ Year? _____ Bride Groom?
Other? _____ Year? _____

(Please note that meeting the guidelines for having your marriage at Christ the King Chapel in no way imply permissions and/or dispensations required for marriage in the Catholic Church provided by the diocesan bishop or local pastor.)

CHRIST THE KING CHAPEL RESERVATIONS AND MARRIAGE PREPARATION

PLEASE NOTE WELL that your chapel reservation and formal preparation for marriage in the Catholic Church are two different processes. After your chapel reservation has been confirmed, you as a couple need to begin the process of marriage preparation in the Catholic Church utilizing your celebrant (priest or deacon marrying you) as the person to guide you in this process. **This process should begin AT LEAST SIX MONTHS prior to the wedding.** In those limited instances where couples are being married by a Protestant minister, the couple must still perform the Catholic pre-marital preparation and must make arrangements to do so. For couples who are being married by the college chaplain, if you reside close enough, you may meet with him to perform the pre-marital preparation. If the couple lives at a distance, then they may do the pre-marital preparation in the diocese in which they live. They should contact their parish and tell them that they wish to be married at Mercyhurst University and need to do the pre-marital preparation for that diocese. Once completed, a file will be prepared and sent by the priest or other official with whom they are working to the diocese in which they reside and then on to the Diocese of Erie that will then forward the file to the priest performing their marriage. *Individuals who have been married previously* should immediately check with their priest to determine if an annulment is needed prior to any marriage preparation, recognizing that sufficient time must be allowed for the annulment and pre-marital preparation processes. Note also that no chapel reservation will be made until the annulment is granted. This applies to both Catholics and people of other faiths, including civil marriages. Those who seek to have their marriage convalidated (blessed and recognized by the Catholic Church) must also go through the pre-marital process and current diocesan policy states that a convalidation should only take place after one year of marriage. **Only valid marriages may take place in Christ the King Chapel. If these procedures are not followed, the chapel reservation is deemed null and void.**

We have individually read and agreed to all of the above information:

Signature of Bride _____ Date _____

Signature of Groom _____ Date _____

In order to confirm your reservation, please take these 3 steps:

1. Email this form to Brittany, including the name of the priest officiating at your wedding AND a written permission from your parish priest if you graduated more than five years ago.
2. Indicate to Brittany if you will utilize her music services (piano/voice/guitar/organ), if you'll be inviting guest musicians, or using both Brittany and guests. Mercyhurst University Campus Ministry strongly encourages the utilization of existing church and diocesan liturgical guidelines for wedding music.
3. Make online \$500 reservation payment using link above