

WEDDING INSTRUCTIONS AND INFORMATION

MERCYHURST UNIVERSITY CHRIST THE KING CHAPEL

Instructions about planning forms for the couple:

1. **Form I** (Request for Use of Christ the King Chapel) should be returned via email **within one month** to Brittany Barko Krugger, Director of Liturgical Music, to confirm a tentative reservation. Because of the number of requests received, it is impossible to hold a date tentatively beyond that amount of time.
2. Mercyhurst University does charge a fee for use of the Chapel. **The chapel reservation fee is \$ 500 (payable via online link in Form 1).**
3. **Form II** (Confirmation of Use of Christ the King Chapel) should be returned **six weeks prior** to the wedding date. Any information that has changed should be noted on the form.
4. Any other information changes should be brought to the attention of Brittany as soon as possible, and should be confirmed in writing, so there is no confusion or misinformation.
5. The priest performing the ceremony is responsible for all canonical paperwork for the marriage and should be contacted at least six months prior to the wedding date.
6. Any gift or donation to the officiating priest should be given directly to him.
7. All couples must additionally discuss with Ms. Brittany Barko Krugger the wedding music options and to learn about the use of the chapel organ and piano. Mercyhurst University Campus Ministry **strongly recommends the use of existing church and diocesan liturgical guidelines governing wedding music.**
8. The Catholic party (bride and/or groom) needs written consent from their pastor to be married at Christ the King Chapel. This consent should be part of the marriage file and given to the priest working with the couple.

Information on Christ the King Chapel and surrounding areas for use:

1. Christ the King Chapel comfortably seats 368 people in 40 pews.
2. The center aisle measures 80 feet by 70 inches. If you wish to use a white aisle runner for your ceremony, please contact your florist or other vendor.
3. It must be noted that ancillary facilities are limited at Christ the King Chapel. Also, **be aware that the university schedule, no matter what season, continues around your wedding.** This can affect parking availability, the movement of people in the foyer area, and even noise levels.
4. Facilities for dressing prior to the wedding are limited. Women may use the ladies room on the first floor of Old Main. However, be advised that no security is available and nothing should be left in the room unattended. Arrangements should be made for wedding party members to take clothing and other items to one of the cars prior to the start of the wedding. **Mercyhurst University assumes no liability/responsibility for lost or stolen items.** A men's room is available on the second floor of Old Main. There is no facility available for the secure storage of wedding items prior to the wedding day. No other rooms, spaces, buildings or facilities at the university are authorized for use by the bridal party unless prior specific authorization has been given by the appropriate administrator with the knowledge of Brittany.
5. The use of the **circular driveway** in front of Old Main is strictly limited. Any arrangements for its use must be made directly with Mercyhurst University **Police and Safety Department** in the lower level of McAuley Hall by contacting Chief Donald Fuhrmann at dfuhrmann@mercyhurst.edu.
6. **By special mandate of the U.S. Catholic Bishops**, alcohol under any form is not permitted to be consumed on church property either before or after a religious wedding ceremony. Mercyhurst University has an alcohol policy as well. Please realize that alcohol impairment, however slight, can affect the notion of "consent" in a Catholic marriage ceremony.
7. **Smoking is strictly forbidden on university property.**
8. **Photography and videography** should be unobtrusive to the sacred and solemn nature of the wedding ceremony. Please advise technicians accordingly and follow the desires of the priest who is celebrant.
9. **Weddings should start on time.** Other weddings or functions may be scheduled before or after yours in the chapel and/or foyer area. Weddings should vacate the premises no longer than one hour after the ceremony.
10. **The foyer area** is a part of Christ the King Chapel. Food is strictly forbidden in the foyer area or the chapel. You are responsible for the actions of your guests.
11. **No unsheltered candles can be used in the chapel.** All candles used must be placed in such a way or be of such a construction that they will in no way harm the interior of the chapel.
12. **Unity candles**, if utilized, are the complete responsibility of the couple. We do not have, nor do we provide, extra candles, candle holders or other items necessary for their use. **Please note that in Catholic theology, the altar is a sacred symbol of Christ and is to be utilized for the eucharistic elements only. Unity candles are not to be placed on the altar at any time. There are stands in the chapel for this purpose. Thank you for respecting Catholic tradition and theology.**
13. **The use of balloons, birdseed, rice or confetti is strictly forbidden**, because of either environmental concerns or provision for clean-up.
14. **Any damage and/or extraordinary cleaning** to the building, chapel, foyer area, restrooms, etc. is the responsibility of the couple which could result in the assessment of extra monetary fees.