



Ley Student Center  
Rice Memorial Center  
Chapel & Cloisters

## Chapel Use Policies

Thank you for your interest in using the Rice Memorial Chapel. Please read carefully the policies below. All clients sign and receive a copy of these policies when confirmation is given.

### RESERVATIONS

Rice University policy requires that one of the individuals using the chapel 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 University employee, and the sponsor must fill out the sponsor information sheet. The sponsor will be held liable for any damage Rice University incurs resulting from the sponsored event.

The chapel rental fee provides you with one (1) optional hour use on the Friday prior to your wedding and up to three (3) hours use on the day of the ceremony. Any set-up, clean-up and/or pictures in the Chapel must be done during these three hours on the event day. Additional hours can cost from \$50/\$100 per hour depending on operating hours. Other events may be accommodated in the chapel on the same day, so check with the Student Center Event Coordinator. Events scheduled on university holidays require the approval of the Student Center Director.

The chapel seats 126 without the use of extra chairs. Up to 100 chairs may be added to the Chapel at no additional cost.

### FEES

All fees are to be paid either by cash or check, made out to Rice University, except the organist fee. If you would like to have an organist play, please refer to the MUSIC section on the back.

The Student Center must receive **1) a \$250 non-refundable deposit** (which is applied toward the total amount), and **2) a completed Chapel Use Agreement** form before the reservation is confirmed. Everyone but current faculty, staff, or students must pay for insurance coverage. **All fees must be paid thirty (30) days prior to the event.**

When the building is closed there is an extra \$400 charge to reserve the chapel; this includes a \$50 early opening fee, a \$50 late closing fee, and three building open hours at \$100 each hour. Other fees may apply.

<b>Current Rice students, faculty and staff*</b>	<b>\$600</b>
*student status for weddings expires on August 31 <sup>st</sup> following graduation	
<b>All Others</b>	<b>\$1000</b>
<b>Insurance</b>	<b>\$135</b>
<b>Organist fee</b>	<b>\$300</b>

### CANCELLATION POLICY

The chapel gets booked on a regular basis. If the chapel is not released within a time such that it can be utilized by other patrons the following cancellation fees will apply:

Events cancelled **less than 30 days prior** to the scheduled date: **100% fee is charged.**

## CLERGY

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

## DECORATIONS

It is your responsibility to share with your bridal consultant, florist, etc., the following regulations:

- No lighted candles on the ends of pews or on the carpeted areas. Only dripless, contained candles may be used.
- Plastic or other protection must be placed under 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 ceiling 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, at \$35.00 per hour of service per custodian, with a minimum of \$70.00, based on the extent of the clean up required.

## RECEPTIONS

The Student Center also has spaces available for a wedding reception: The Grand Hall, Farnsworth Pavilion, Ray Courtyard, and Brown Garden, depending on the size and type of your event. Please contact the Student Center Reservations Office if you would like more information.

## MUSIC

If you would like to have an organist play the pipe organ, please refer to the Organist Information page. Use of the chapel organ is restricted to authorized Rice University music instructors and students. No exceptions will be granted. Information concerning other musicians such as a String Quartet can be obtained through the Shepherd School of Music at (713) 348-4933. The chapel also has a Boston upright piano available for use, as well as a tape deck and CD player.

## BRIDE'S & GROOM'S DRESSING ROOMS

The bride's and groom's dressing rooms 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.

## 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.

*Print Name:* \_\_\_\_\_

*Responsible Party* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Signature*

*Your signature acknowledges your understanding and willingness to adhere to the guidelines outlined in the Rice Memorial Chapel Use Policies.*