

# **WARTBURG CHAPEL WEDDING RESERVATION GUIDELINES**

## **SCHEDULING**

- Use of the Wartburg Chapel for weddings is restricted to Wartburg students, alumni, and current Board of Regents members, faculty and staff and their immediate families. To be considered an alum of Wartburg College, you must be a degree-seeking student that has attended classes full-time at Wartburg for at least one year.
- No events/meetings will be scheduled in any areas of the Chapel building during wedding ceremonies.
- Wartburg College does not provide a pastor to officiate wedding ceremonies. If you would like to have one of the College Pastors officiate your ceremony, you must personally ask them.
- Scheduling of the chapel and its rooms, including ground floor meeting rooms, are to be made through the chapel office coordinator on a “first-come, first-serve” basis. The chapel office coordinator will regularly communicate and confirm the chapel scheduling with the college master calendar.
- Upon confirmation, a non-refundable deposit of \$50 must be received within 30 days. Once received, the request is considered confirmed. Any changes of rehearsal or wedding times and/or facility use must be renegotiated as the schedule allows at that time. No more than one wedding per day may be scheduled.
- A \$100 damage deposit is required. This amount will be returned to you if there are no damages incurred when your reservation has ended.
- Use of the Chapel by pastors and organists from outside the Wartburg community is to be cleared by the college pastor/organist. Please check the availability of the organ with the Chapel Office Coordinator.

## **SECURING A MARRIAGE LICENSE**

The State of Iowa requires couples to secure a license to marry. You may apply for a marriage license at the office of any County Clerk of Court in the state. You must apply a minimum of three (3) days before the wedding, though we recommend you apply earlier. Normally the two of you should be present to apply (with your driver’s licenses) and a witness (who must be 18) to verify your ages (legal age for marriage being 18). A \$30 fee will be charged. The license is due to the pastor 48 hours prior to your wedding.

If applying from out of state, you will need to have the signatures on the application notarized – and either the bride or groom still must pick it up.

Please note that both parties must be at least 16 years old and have parental permission in order to get married. All 16-18 year olds must have parental permission and go before a judge to gain legal permission.

## **REHEARSAL**

- Rehearsals are usually held the evening before the day of the wedding service, and must be scheduled with the pastor. All members of the wedding party (bride, groom, bridesmaids, groomsmen, flower girls, ring-bearers, and parents of the bride and groom) should be present at the time scheduled for the rehearsal.
- Either one of the college pastors or someone from the maintenance personnel will be available at the rehearsal to answer questions.
- Occasionally, wedding parties request the use of the chapel commons for their rehearsal dinner. There is a \$50 fee to use the chapel commons for rehearsals. The chapel commons can seat 100 people, but typically the north side of the chapel commons is set up with round tables/chairs to accommodate 60 people. Additional seating can be arranged upon request. It has limited kitchen facilities (microwave and refrigerator), and food may be catered into the chapel commons for events. We do not provide tablecloths, dishes, or silverware. You may place decorations on the tables, but no glitter. If you’re using candles, please be sure to have something underneath them so that no wax gets on the tables. No decorations are allowed on the walls anywhere in the chapel or chapel commons. Please make sure that all food is taken out, or, if you plan to use leftovers the next day, you are free to use the refrigerator in the kitchenette. Please be sure to label your food with your name if you place it in the refrigerator.

## **PIANO AND ORGAN**

There is a piano and Dobson Pipe Organ in the chapel that is available for your use. If your musicians would like to rehearse prior to the wedding, please have them check the availability of the organ with the Chapel Office Coordinator.

## **SOUND SYSTEM**

We have a basic sound system with one lapel mic, CD capabilities, and stationary mics at the altar, pulpit, and lectern.

## **PHOTOGRAPHY**

- Please inform your family and friends that no pictures are to be taken during the service while seated in the nave of the sanctuary. Allow those family and friends who wish to take pictures to do so before or after the ceremony.
- Videotaping is allowed in balcony areas only (sides, upper balcony).

## **DECORATIONS**

- The Wartburg Chapel is a community worship space, and not a wedding chapel. Consequently, we encourage you to keep your decorations simple.
- No candles shall be carried by the bridal party or held by the congregation. No other candles in the nave of the sanctuary are permitted. The oil candles in the chapel windows may be used for weddings – they are NOT to be removed from the windows. Lighting tapers are available and can be used to light the candles. Please be sure to use the candle snuffers to extinguish all candles to prevent wax from dripping on the carpet and paraments — never blow out candles. Allow candle wax to stiffen before removing candles after the ceremony.
- A unity candle, provided by the couple, may also be used. A unity candleholder, provided by the couple, must be set under the candle to prevent candle wax from getting on the paraments.
- Pew clamps or fixtures must be padded to protect the wood.
- The length of the chapel aisle is 43' (not including the steps) which goes all the way back to the doors in the worship area. The width is 4'. Please note that the doors going into the chapel are not parallel with the aisle, so the runner will need to be this exact length, otherwise someone in the wedding party could trip over what's left on the roll.
- NO TAPE is to be used on painted wood surfaces or walls anywhere in the chapel.
- NO items are to be placed on the piano in the chapel.
- No thumb tacks or nails are to be used anywhere in the chapel or narthex.
- The tables in the Chapel Narthex may be used as guest book and/or gift tables. Linens for these tables will need to be provided by the wedding party.
- The Chapel should be left as it was found. Anything moved or removed (hymnals, candles, tables, chairs, etc.) needs to be replaced in its original position. Posters and fliers, however, are not to be removed from doors, windows or the narthex.
- No items are to be removed from the altar.
- Decoration removal is to be done by the wedding/event participants the day of the wedding.
- The color of the paraments on the altar and lectern are determined by the season of the church year, and are not be changed for weddings.
- Signs or banners are allowed on side and back railings of balcony only.
- Absolutely no rice, confetti, glitter, or birdseed will be allowed in the chapel or other surrounding buildings on campus. Birdseed can be thrown OUTSIDE of the chapel only.
- Plant stands and kneelers must be provided by the wedding party and returned by the wedding party.

## **THE RECEPTION**

- Areas on the Wartburg College Campus may be reserved for your wedding reception at their established rates. Contact Kristin Briner, director of student center, at 319-352-8680 for more information.
- As you make your plans, remember that alcoholic beverages may not be served on the Wartburg Campus, and that smoking is prohibited within the buildings and on the Wartburg College Campus.

## **WEDDING FEES**

- **WARTBURG CHAPEL RENTAL FEE — \$250:** The wedding rental fee for use of the chapel by alumni or affiliated parties is \$250 (includes \$50 deposit). The rental fee includes custodial and related services and downstairs dressing rooms for the bridal party. Payments are due at least one month prior to event.
- **CURRENT STUDENT DISCOUNT — \$100:** The fee for use of the chapel by Wartburg students, faculty and staff is \$100. “Current student” discount is applicable through September 1 after graduation. The discount is granted because students are paying tuition, which covers campus building upkeep/maintenance.
- **NON-REFUNDABLE DEPOSIT — \$50:** A non-refundable deposit of \$50 must be received within 30 days to confirm your date. This deposit is part of the total rental fee due. Any changes of rehearsal or wedding times and/or facility use must be renegotiated as the schedule allows at that time.
- **DAMAGE DEPOSIT — \$100:** A \$100 damage deposit is due 30 days prior to your wedding and will be returned to you if there are no damages incurred when your reservation has ended.
- **CHAPEL COMMONS REHEARSAL DINNER RENTAL FEE — \$50.** The Chapel Commons is occasionally used for rehearsal dinners. It has limited kitchen facilities (microwave and refrigerator), and can seat 100 people. Food may be catered into the chapel commons for events. If food is placed in the refrigerator in the kitchenette, please mark it with your name and the date. Please be sure to remove food following the event.
- **CHAPEL COMMONS RENTAL FEE — \$100:** The Chapel Commons is occasionally used for wedding receptions. It has limited kitchen facilities (microwave and refrigerator), and can seat 100 people. Food may be catered into the chapel commons for events. If food is placed in the refrigerator in the kitchenette, please mark it with your name and the date. Please be sure to remove food following the event.
- **PASTOR:** The suggested fee for those who are not currently Wartburg students, including pre-marriage counseling, rehearsal and necessary preparations is \$100.
- **ORGANIST AND MUSICIANS:** This fee is to be negotiated with the musician. Music used must be appropriate to the dignity of the worship service, as defined by chapel policies, in consultation with the college pastor and organist.
- **NOTE:** Rates are subject to change

## **PARKING**

Guests may park in any of the parking lots located near the chapel, or along the streets except where restricted. No parking is allowed on the sidewalk outside the chapel building.

## **CONDUCT OF GUESTS**

- As the wedding is set within the context of worship, participants and guests are expected to conduct themselves accordingly.
- The use of alcohol (except for sacramental purposes) or tobacco in any form is not allowed in the chapel and adjacent college areas. Failure to comply with this policy may result in immediate forfeiture of the use of the college facilities.
- Please advise your family and friends that rice is prohibited under state law. Birdseed may only be used OUTSIDE for environmental reasons.
- Please inform your family and friends that no pictures are to be taken during the service while seated in the nave of the sanctuary. Allow those family and friends who wish to take pictures to do so before or after the ceremony. Videotaping is allowed in balcony areas only (sides, upper balcony).

## **CHAPEL BUILDING**

- The Wartburg Chapel (sanctuary and balcony) can seat 500 people.
- The Chapel Commons (basement) can seat 100 people for wedding receptions.
- The sanctuary is air conditioned during the summer months.
- The Wartburg College Security office can be contacted at any time. The emergency phone number is 352-8533.
- The chapel maintenance personnel or college pastors will be able to answer questions regarding the chapel’s sound system and microphones.