

Use of ST. JOSEPH CHAPEL for Wedding Celebrations

Regina Hall, Edgewood College

**1000 Edgewood College Drive, Madison, WI
53711-1958**

St. Joseph Chapel is the sacred space on the Edgewood campus designed for communal and private prayer. In the Catholic tradition, the Blessed Sacrament is reserved and given a place of honor in the Edgewood chapel. Students, faculty, staff and alumni of all religious traditions are welcome in the chapel for personal spiritual enrichment.

The primary and recommended location for a religious wedding service is a parish church; typically, the parish church of the bride and/or groom. We encourage couples to celebrate their wedding ceremony in a parish church, the place designated for sacramental celebrations of initiation and vocation. When the ideal of a parish faith community celebration is not possible, a special exception may be granted in some cases to use St. Joseph Chapel.

People of faith recognize and cherish marriage as a sacred bond, a calling to personal and spiritual growth for the couple, and a source and symbol of their committed love. A church wedding ceremony invites the couple's family and friends to join the couple in celebrating the gift of love – God's love for us and the wedding couple's love for each other.

Wedding parties are expected to follow these guidelines to assist in maintaining the chapel's sacred character.

General Information

1. The Director of College Ministries approves and schedules any request for use of the chapel 6 months in advance of the ceremony.
2. At least one of the parties to be married must be a student, alumnus, faculty or staff member of Edgewood College, High School or Campus School.
3. Weddings celebrated in St. Joseph Chapel are worship services, following guidelines of the couple's faith tradition.
4. A facility reservation contract must be completed and returned to the Manager of Campus Information and Events Services within three weeks of the chapel reservation.
5. A \$200 deposit will hold the reservation. This fee is refundable if the reservation is cancelled, if the college is provided 30 days notice. This fee will be refunded two weeks

after the ceremony providing there are no damages to assess. A fee of \$300 is charged for facility usage. This fee includes the use of St. Joseph Chapel for the rehearsal and the ceremony; existing microphones and the chapel piano. Additional charges apply if any other room rental is required.

6. The chapel can comfortably accommodate 200 people.
7. Edgewood College employees are not available to assist with coordination at the time of the rehearsal or on the day of the wedding ceremony. These details are the responsibility of the whomever is designated by the couple.

Respecting the Sacred Space

1. All sacred objects, such as the altar, tabernacle, candles and icons are to be treated with great care.
2. The altar and tabernacle may not be moved.
3. Rearrangement of the space requires prior permission of the Director of College Ministries and must follow chapel rearrangement guidelines. (Floor plan available upon request.)
4. Chapel must be returned to its usual arrangement immediately after an event.
5. Flowers, plants, candles may not be placed on the altar, tabernacle or musical instruments.
6. No rice, bird seed or flower petals may be scattered in the chapel or on college grounds.

Arrangements with the Director of College Ministries (or delegate)

1. At least two weeks prior to the wedding, meet in the chapel space to handle all necessary details, e.g. microphone set-up.
2. Designate one or two members of the wedding party to be responsible for set up of the chapel and returning the chapel to its usual set up after the wedding.

Arrangements with Manager of Campus Information and Events Services

1. return the rental agreement form and fee to **Reservations@edgewood.edu**
1000 Edgewood College Drive, Madison, WI 53711-1958.

Contact: Mary Klink, Director of College Ministries

(608) 663-3451; mklink@edgewood.edu

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