

Celebrating Your Wedding at the Newman Center Chapel

The Newman Center has a beautiful chapel and multi-use area. We are pleased when couples want to use our facilities on their wedding day. So that our center may continue to function well, we offer the following policies for its use.

Please read them entirely and return the back page when it is complete. Feel free to attach any specific questions you might have regarding the use of the Newman Center.

Newman Center Wedding Policies

I **Chapel Area**

A) Availability

The use of the chapel is ordinarily for current students, faculty, and staff of The University of Iowa. Exceptions would be made only at the request of the proper pastor(s) of individuals either from Iowa City or outside Iowa City. Our facilities and personnel can accommodate a maximum of 2 weddings per weekend. Times are scheduled through the marriage preparation minister on a first come, first choice policy with the understanding that scheduling can be affected by rehearsals, receptions, Masses, weddings, and other scheduled events. The choices are:

DAY: 1 on Saturday, late morning or early afternoon

EVENING: 1 either Friday or Saturday, not before 7:00 PM

B) Donations

We ask a donation of \$100 for the use of the chapel. The date is considered set when the donation is received and the FOCCUS has been reviewed.

C) Celebrant

Each Newman Center priest will be available for one wedding per weekend. Specific arrangements need to be made with the priest regarding their schedule.

Other celebrants are certainly welcome. We request a letter from him confirming that he will be celebrating your wedding and be in charge of running the rehearsal: he will also need a letter from his Diocese that he is a priest in good standing.

D) Use of the Chapel

It has a simple beauty of wood and brick and extras tend to overpower its prayerful atmosphere. Therefore, we ask the following considerations to be honored:

- It is to be used as it is found, ie. Seasonal decorations are not to be moved.
- Some additional live plants/flowers may be used. Consideration should be used so the integrity of the whole is maintained.
- Pictures can be taken before the wedding ceremony, no flash photos after the wedding party's entrance into the chapel. One half hour will be permitted for pictures after the ceremony concludes. Please inform your photographer.
- No aisle runners will be allowed.
- There is to be no rice or birdseed thrown.
- Extra candles are limited to the unity candles provided by you; no candelabras without globes.
- The chapel seating is NOT to be rearranged. The only exception is to accommodate the immediate wedding party. The choir and music area is also not to be rearranged. If this area is needed at all (for practice, rehearsal, or ceremony) you should contact Joe Mattingly, the music director, at 338-8812.
- The chapel is to be returned to its original condition. This includes cleaning up extra programs and litter.

II **Rehearsal**

A) The time will be set by consensus with the engaged couple, the celebrant, and the availability of the chapel. The same considerations are required as for scheduling the wedding.

B) The marriage license is to be brought to the rehearsal.

C) the air conditioning will not ordinarily be on for the rehearsal.

D) Please plan ahead and have all decisions made before the rehearsal to expedite the rehearsal process.

III **Preparation before the Ceremony**

A) It is expected that all men in the wedding party come to the church dressed for the wedding.

B) There is a bride's room downstairs to provide a place for the women in the bridal party to get ready. We ask that the dressing area be returned to its original state, personal belongings removed, and flower boxes disposed of before the ceremony begins. The key must be returned before you leave the Newman Center.

C) There is to be no alcohol consumed on the property at any time.

D) The florist can set up an hour before your ceremony begins. Consideration is to be given if there is a prior wedding in the chapel. Please advise your florist of this.

IV **Other Items**

A) Joe Mattingly, our music director, oversees the musical aspects of weddings at the Newman Center. Thus, he is to be consulted about the use of our sound system, microphones, piano, or special equipment and any outside musicians you wish to employ. He can be reached at 338-8812.

B) This is a student center. Thus, students may be using other parts of the building during the time you are also using the building.

C) We ask that people do not smoke in our building.

D) We do not require a damage deposit. However, we would expect anything broken to be replaced or compensation be given to the Newman Center.

F) Florists and photographers should be made aware of the regulations and time constraints.

Please fill out completely and return so rental arrangements can be made. Keep in mind that reservations for a specific date are only considered to be set **after** the donation is received and the FOCCUS has been reviewed.

BRIDE

Name:

Address:

Phone:

GROOM

Name:

Address:

Phone:

SUMMARY OF RENTAL

Rehearsal date:

time:

Wedding date:

time:

\$100

Total amount due: _____

Date paid: _____

We have read and understand the policies for the use of the Newman Center. The Newman Center will not be held responsible for loss, theft, or accident.

Bride's
Signature _____

Groom's
Signature _____