

Information, Rules and Regulations for the use of St. Luke's Chapel

- ❖ A sexton has been assigned to oversee your event and assure adherence to the Rules and Regulations for the use of St. Luke's Chapel. Please ask them if you have questions or concerns.
- ❖ An aisle runner may be used, but is not provided. The aisle is approximately 70 feet long. There are three steps to the platform.
- ❖ There is a kneeling bench available and also a movable, free-standing small altar (we suggest using a runner or nice cloth to cover it), for your use. Please return to their original location.
- ❖ A Brides Room and a Grooms Room are available and each has a connecting restroom. These rooms are not large and dressing for your wedding prior to your arrival is suggested. You can utilize these rooms for your "finishing touches" or to wait for the ceremony to begin.
- ❖ Photographers **should not** arrive prior to the reservation time. You will have full access to the chapel courtyard for pictures during your reservation time. Also, photographers should not be on the altar area during the wedding ceremony and should refrain from a lot of movement during the service. Initial _____
- ❖ All events **are** limited to the block of time reserved. Due to other reservations, early arrivals or late departures cannot be accommodated. If you feel that you will require additional time, please talk with the chapel director for time options or to purchase additional 30 minute time segments, if available. Initial _____
- ❖ **Please notify your florist of the reserved times for the chapel. They will only have access to the chapel at the beginning of your reservation time; additional time (30 minutes) may be purchased, if the time is available.** Remember that all decorations must be removed at the end of the reserved time. No hooks, clamps, pins, glue, sticky tape, tacks, etc. may be used on the walls, pews or altar rails. Please consider silk cords, tulle, or ribbons. **You cannot decorate prior to your wedding reservation time (ie: rehearsal). Due to other commitments, we are unable to store your decorations for the next day. Initial _____
- ❖ The chapel must be ready for the next occupant, so please leave the chapel as you found it. Chapel reservations are often "back-to-back", so your cooperation is very important. Initial _____
- ❖ No alcohol, food or drinks (except for sacramental purposes) are permitted inside the chapel. Initial _____
- ❖ Flower petals (real), birdseed or rice may not be strewn inside the chapel or on the chapel grounds. Also, bubbles are not allowed inside. Consider using these at your reception venue. Initial _____
- ❖ Furniture and other items inside the chapel shall not be removed without prior arrangement with the chapel director or the Sexton overseeing the event. All furnishings must be replaced as you found them, prior to leaving the chapel. Initial _____
- ❖ The two large altar candlesticks and the seven-branched candelabras (oil candles furnished) may be used for the event. Candles must be extinguished at the end of the event. If using any other candles (wax) please do not blow them out, they should be snuffed (this will prevent wax from being blown onto the altar and/or floor). A candle lighter/snuffer is provided. Lighting and extinguishing the candles is the responsibility of the wedding party.
**Candles or candle displays other than those provided are not permitted without approval of the Director. Initial _____
- ❖ The chapel director must be notified before any large musical instruments (pianos, harps, etc.) may be brought into the chapel. They cannot be brought in prior to your reservation time and must be removed by the time your reservation concludes. Initial _____
- ❖ If a limousine is rented for the bride and groom to arrive and/or depart the chapel, please arrange parking/drop-off with the chapel director. Initial _____

I/We have read and understand these Rules and Regulations.

Signature of Bride/Responsible Party

Date

Signature of Chapel Director

Date

