



Baylor School Wedding Policies

The Alumni Chapel was dedicated on May 15, 1994 for religious education and interfaith celebrations that respect the faith tradition and promote the spiritual growth of all members of the Baylor Community. It is available during the academic year for weddings of Baylor School faculty, staff, alumni, and their children as other activities on campus permit.

CONSULTATION

Baylor School staff wishes to make weddings held in the Alumni Chapel a special event for the families involved. Initial planning as to date and time should be coordinated with **Samantha Green** in the Auxiliary Programs Office at **(423) 267-8506, ext. 804**. Baylor's Facilities Support Staff will be present during the rehearsal and ceremony to handle physical arrangements on the main staging area and with set-up and operation of the sound system.

THE CEREMONY AND OFFICIATING CLERGY

The marriage ceremony is a worship service first and foremost. Careful planning and preparation with the officiating clergy will make the ceremony a meaningful occasion of worship. It is not necessary for the school chaplain to officiate at weddings held in the Alumni Chapel but plans for the service must be discussed with him prior to the service. The officiating clergy should contact the chaplain at **(423) 267-8506 ext. 232**, or in person before May 1 if the wedding is held between May 15 and August 15. For the occasional wedding between September and April, two weeks is needed.

MUSIC

The Alumni Chapel is equipped with a piano. It is the responsibility of the wedding couple to provide a pianist. Should the pianist wish to have the piano tuned prior to the wedding, the Office of the Chaplain will make the necessary arrangements at the wedding party's expense with two weeks notice. Chairs will be provided for musicians, but they must bring their own stands. If the wedding couple wishes to have the piano moved, there will be an additional cost of \$500 to do so.

DECORATIONS

Flowers may be delivered to the chapel or to a prearranged location on the day of the wedding. You will need to make arrangements with the Auxiliary Programs' Office for delivery if not during regular school hours, which are 8:00 a.m. to 4:00 p.m. September through May, and 9:00 a.m. to 4:00 p.m. June through August.

Absolutely no nails, thumbtacks, or tape of any kind are to be used anywhere in the Alumni Chapel as they may

damage surfaces. Bows or flowers may be tied to the ends of the pews. The heat and A/C vents are located in the windowsills, no decorations are allowed over these vents. Baylor's Facility Support Staff must approve any other means of hanging decorations from the pews. Flowers, decorations, and personal items must be removed from the chapel and dressing rooms immediately following the ceremony.

CANDLES

Candles may only be used on the slate chancel floor and/ steps. We prefer the use of dripless candles only. Lighted candles are not to be carried to the altar during the service.

BUILDING USE POLICIES

In compliance with the school's policy, smoking is not permitted in any part of the Alumni Chapel. Throwing of rice, confetti, flower petals, etc., inside the building is not permitted. Birdseed thrown outside of the Alumni Chapel as the couple exits is permissible. Food and beverages, including alcohol may NOT be served or consumed in the Alumni Chapel. *Alcoholic beverages may NOT be served or consumed on campus while students are present.* Additional details regarding various building policies may be obtained from the Auxiliary Programs Office at **(423) 267-8506, ext. 804**.

DRESSING ROOMS

Depending on availability, a nearby classroom may be used as a dressing room. Anything moved in this area will need to be put back in the proper place. Baylor's Facility Support Staff will approve the area. Availability of classrooms during the academic year is extremely limited.

CATERING/REHEARSAL DINNERS/RECEPTIONS

Rehearsal dinners and receptions may be scheduled during the academic year and summer months in the Guerry Dining Hall (adjacent to the Alumni Chapel), depending on availability of facilities for an additional fee of \$1,500. The quad (located outside the Alumni Chapel) is ideal for a large tent.

Catering on the Baylor campus is contracted through Baylor's Food Service. Food and beverages are not allowed in the Alumni Chapel; however, catering may be arranged for receptions by contacting Food Services at **(423) 267-8506, ext. 567** for availability, fees, and policies.



FEES

Rehearsal and wedding dates will be considered reserved when the contract is signed and returned with a deposit (50% of payment) and an additional \$500 security deposit. Full payment must be received no later than three months prior to the wedding date.

BASIC FACILITY FEES

Facility fees gives the bridal party access to the Alumni Chapel for 1.5 hours of rehearsal time the day before and 6.5 consecutive hours of event time. It also includes access to the Alumni Chapel, two dressing room, and parking lots. One staff person will be on duty in the building during these times.

Baylor School Faculty, Staff, and Their Children: \$3,000

Baylor School Alumni: \$5,000

Dining Hall Reservations: \$1,500

ADDITIONAL TIME NEEDED

Additional time is \$50/hour. Any time needed in the building beyond the designated hours will be granted based on availability. One staff person will be on duty in the building during these times.

DAMAGES (VARIABLE)

Extraordinary cleaning costs and/or to repair any damage to the campus facilities resulting from improper use of decorations or negligence will be the responsibility of the wedding party.

SCHOOL NUMBERS

Auxiliary Programs: (423) 267-8506, ext. 804

Office of the Chaplain: (423) 267-8506, ext. 232

Baylor's Food Service: (423) 267-8506, ext. 567

