Wedding Information & Regulations
Evelyn Chapel

Change in time blocks for weddings is effective for weddings scheduled 2011 and following
Revised: 2 February 2010

Availability:
Evelyn Chapel is available for weddings primarily to members of the University community (students, faculty, staff, and alumni) and secondarily to those with no University affiliation.

Application Process:
To reserve the Chapel for a wedding, the couple must complete the attached application form and return it to the Chapel office, along with the appropriate fees. Please provide us with all information requested on the forms, especially the important details (i.e., couple’s addresses, clergy, etc.). Reservations are not final until completed forms and fee(s) are filed and confirmed in writing by the Office of the University Chaplain or the Registrar’s Office. Do not make any firm plans until your reservation is confirmed in writing! Due to the large number of weddings and other services at the Chapel, it is important to obtain a reservation as early as possible. The Chapel reserves the right to refuse a wedding application because scheduling conflicts or other reasons at the discretion of the University Chaplain. All questions may be addressed to the University Chaplain.

Application Deadline:
Applications will not be accepted less than one month prior to your requested date, and will be booked based upon availability of space and clergy. Most clergy require an advance booking of at least six months, in order to arrange pre-marital conversations.

Clergy:
All weddings in the Chapel must be of a religious nature; therefore, civil ceremonies involving a Justice of the Peace are not permitted. Weddings must be performed by the University Chaplain or by other clergy who are fully ordained and in good standing within their denomination. Visiting clergy must provide their own vestments and any other liturgically related items (i.e., chalice and paten for communion). The University Chaplain requires appointments for pre-marital conversations before she is committed to performing the ceremony. These meetings should begin at least six months prior to the intended wedding date.
Legality:
The couple must meet all the requirements of the State of Illinois and supply the officiating clergy with the Marriage License. It is wise to bring the License to the Chapel at the time of the rehearsal or earlier. Officiating clergy who are not residents of Illinois need to contact the appropriate representative in Illinois regarding the requirements for out-of-state clergy who are conducting weddings in Illinois.

Schedule: **This updated information is effective for weddings scheduled for 2011 and following**
Three hours will be reserved for each wedding. Weddings may be scheduled for the following block of times:

- **Weekdays:** 5:00 p.m. to 8:00 p.m.
- **Saturdays:** 10:00 a.m. to 1:00 p.m., 2:00 p.m. to 5:00 p.m., 6:00 p.m. to 9:00 p.m.
- **Sundays:** 2:00 p.m. to 5:00 p.m., 6:00 p.m. to 9:00 p.m.

Rehearsals may be scheduled to begin between the hours of 5:00 p.m. and 8:00 p.m. on weekdays. One hour will be reserved for the rehearsal. **OFFICIATING CLERGY MUST BE IN ATTENDANCE FOR THE REHEARSAL.**

University and religious events have priority over the scheduling of weddings and rehearsals. For instance, reservations are not made for Orientation/Registration weekend in late August/early September, Family Weekend in late September, Homecoming Weekend in October, Alumni/Commencement weekend in May, as well as through Holy Week and the University winter intersession in December.

Chapel Fees:
This is determined by the couple’s affiliation with the University. Checks for the Chapel fee should be made payable to Evelyn Chapel. A deposit of at least 50% of the Chapel fee is required. The balance is due at least two weeks before your wedding.

- **IWU Student, Alumnus, Faculty, Staff** $300.00
- **No IWU Affiliation** $500.00

The Chapel Fee includes:
- The Chapel space for 1 hour at your rehearsal and 3 hours at your wedding
- Free parking for you and your guests on the wedding day
- Use of the downstairs Conference Room for the bridal party
- Use of such liturgical supplies as a kneeler, flower stands, etc.
Chaplain Fee:
Should you decide to have the University Chaplain conduct your ceremony, the fee is $200, paid directly to the Chaplain at least two weeks before the wedding. If you secure an outside clergy person, arrangements should be made directly with her.

Chapel Organist Fee:
The fee for the Chapel Organist is $200.00 (minimum $100.00 deposit). Organist refunds are not available. For this reason, we encourage you to send only the non-refundable deposit. The balance is due at least two weeks before the wedding. All checks for the Chapel Organist need to be made out to: Dr. Susan Klotzbach.

Wedding Facilities Coordinator Fee:
The Wedding Facilities Coordinator will be on hand at both your rehearsal and wedding ceremony and has a fee of $50.00 paid for her services and should be paid directly to her at the rehearsal.

Instrument Usage Fee:
An instrument usage fee will be charged. The fee is $100.00 for the organ and $50.00 for the piano. Checks should be made payable to Evelyn Chapel. The balance is due at least two weeks before the wedding date.

Cancellation Fee:
In the event that you cancel your wedding reservation for any reason, you will be refunded your Chapel fee, minus a $100.00 cancellation fee.

Possible Additional Fees:
- A fine of $50.00 will be levied for cleanup if rice or birdseed is thrown

Confirmations and Changes:
Once the application has been processed and approved, you will be mailed a letter of confirmation. Should there be any changes in the information you have provided, please notify the University Chaplain immediately. Once your booking is confirmed, the Chapel cannot guarantee its ability to accommodate requests for changes in time, date, or clergy/organist.

Wedding Facilities Coordinator:
The Wedding Facilities Coordinator will be on hand at both your rehearsal and wedding ceremony. She will be able to answer questions you may have and help with last minute details. She is also responsible for aiding in the processional and minor clean up following the ceremony.
Building Decorum:
The location of the pews and/or altar may not be changed. The set up of the Chancel (i.e., altar area) may not be changed. The Chancel contains the altar, lectern, and piano. The space is small so we ask all wedding parties to plan accordingly.

Adhesive tape and tacks may not be used to hang pew markers or ribbons. Please inform your florist. Decorations shall be kept at a minimum in order to preserve the beauty of the Chapel. The Wedding Facilities Coordinator will be present during the rehearsal and ceremony, and will be able to answer your questions about decoration of the space.

Helpful information
- The Chapel seats no more than 215 people.
- The Chapel can provide a kneeler.
- Two small and two large flower stands are available.
- There is a room downstairs in which the wedding party may wait or dress.
- The Chapel is handicapped accessible.
- Smoking is forbidden throughout the Chapel building.
- Rice, bird seed, confetti, etc. may not be thrown in, or in front of, the Chapel.
  A $50.00 custodial fine will be levied for infractions of this rule. Please inform your guests.

Pictures:
Flash pictures may not be taken in the Chapel during the actual ceremony; however, flash pictures are allowed during the processional and recessional. Only non-flash pictures taken from the back of the Chapel or the balcony are permitted during the ceremony, subject to the approval of the officiating clergy. Videotaping is permitted ONLY WITH THE EXPRESS PERMISSION OF THE OFFICIATING CLERGY and following the same guidelines of decorum required for still photographs. Please inform those working for you, as well as guests, of these rules.

Receptions:
Facilities for a reception are not available in the Chapel; however, other excellent nearby campus facilities are available. During the summer, inquiries regarding the Memorial Center call Kevin Clark at the Hansen Student Center (309.556.3850). Food service may be arranged by calling Mike Welsh at 309.556.3167.

Parking:
Wedding day parking will be complimentary to you and your guests. Upon availability, the University parking facility behind the Chapel will be used. Parking for the rehearsal is available after 5:00 p.m.
Thank you for your interests in a wedding at Evelyn Chapel. We hope that the information in this packet has been helpful in answering many of your questions. Attached are regulations and applications for the Chapel, clergy and organist. All correspondence, applications, and questions should be forwarded to:

The University Chaplain  
Evelyn Chapel  
Illinois Wesleyan University  
1301 Park Street  
Bloomington, Illinois 61701  
309.556.3005

Best wishes as you begin the process of becoming married.
Wedding Application

Bride:

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<th>Last</th>
<th>First</th>
<th>Middle</th>
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Present Address:

Home Phone: ______________________  Work Phone: ______________________
Cell Phone: ______________________  E-mail: ______________________

Affiliation with Illinois Wesleyan University?
- [ ] yes
- [ ] no
If yes, check:  
- [ ] Student
- [ ] Faculty
- [ ] Staff
- [ ] Alumnus

Degree Program and Year of Graduation (if applicable)

Religious Denomination/Affiliation:

Groom:

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<th>Middle</th>
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</table>

Present Address:

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Cell Phone: ______________________  E-mail: ______________________

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- [ ] yes
- [ ] no
If yes, check:  
- [ ] Student
- [ ] Faculty
- [ ] Staff
- [ ] Alumnus

Degree Program and Year of Graduation (if applicable)

Religious Denomination/Affiliation:

Wedding:

Month ______________________  Date ______________________  Year ______________________
Day of the week ______________________  Hour ______________________

Please check one of the following blocks of time and indicate on the line above the specific hour requested:
- Weekdays
  - [ ] 5:00 p.m. to 8:00 p.m.
- Saturdays
  - [ ] 10:00 a.m. to 1:00 p.m.
  - [ ] 2:00 p.m. to 5:00 p.m.
  - [ ] 6:00 p.m. to 9:00 p.m.
- Sundays
  - [ ] 2:00 p.m. to 5:00 p.m.
  - [ ] 6:00 p.m. to 9:00 p.m.

Rehearsal:

Month ______________________  Date ______________________  Year ______________________
Day of the week ______________________  Hour ______________________

Post-Wedding Address:

OFFICE USE ONLY
Date Application Received: ______________________
Date Fees Received: ______________________
Amount Received: ______________________
Date posted: ______________________  By: ______________________
Date of Confirmation Letter: ______________________  By: ______________________
Officiating Clergy:
- We would like the University Chaplain to perform our ceremony.
- We wish to have our own clergyperson officiate our ceremony.
  Name: 
  Address: 
  Phone: 
  E-mail: 
- We wish to have a second clergyperson officiate our ceremony.
  Name: 
  Address: 
  Phone: 
  E-mail: 

Music:
- We desire the services of the Evelyn Chapel Organist.
- We would like to use our own organist (subject to approval).
- We would like to use our own pianist (subject to approval).
  Name: 
  Phone: 
  E-mail: 

Photographer:
  Name: 
  Address: 
  Phone: 
  E-mail: 

Signatures:
  Bride: 
  Date: 
  Groom: 
  Date: 

*The Chapel reserves the right to cancel or change a reservation in case of emergency. In such rare cases, every attempt will be made to offer notification and reasonable alternatives well in advance.*

Please mail the completed application and all appropriate fees to:
  Evelyn Chapel
  Illinois Wesleyan University
  1301 Park Street
  Bloomington, Illinois 61701
Application Form for Evelyn Chapel Organist

Wedding:

<table>
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<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Hour</th>
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Bride’s Name: __________________________ Home Phone: __________________________

Cell Phone: __________________________ Work Phone: __________________________

Groom’s Name: __________________________ Home Phone: __________________________

Cell Phone: __________________________ Work Phone: __________________________

Choice of Music

Conversation and consultation with the Organist may be scheduled a month prior to the ceremony. In this consultation, the Organist and the couple will decide together what music will be played during the wedding ceremony.

Other music:

Please list any additional music that will be performed before, during or after the ceremony. Include performance(s) and at what point in the service the music is to be performed.


Ceremony: The prelude will begin 15 minutes before the ceremony is scheduled to begin. If extraordinarily long delays occur in the start time of the ceremony, an additional fee may be levied.

Payment: The fee for the services of the Evelyn Chapel Organist is $200.00. A minimum of $100.00, payable with this application made out to Dr. Susan Klotzbach. All fees paid to the organist are non-refundable.