Wedding and Civil Union Information and Regulations

Evelyn Chapel

Revised: December 2012

Availability:
Evelyn Chapel is available for weddings and civil unions primarily to members of the Illinois Wesleyan University community (students, faculty, staff, and alumni) and, on a limited basis, to those outside the University community.

Application Process:
To reserve the Chapel for a ceremony, read the information and regulations, complete the attached application form and return the form along with the deposit to the Chapel office. Reservations are not final until completed forms and fee(s) are filed and confirmed in writing by letter from the Chapel Office.

Do not make any firm plans until your reservation is confirmed in writing. Due to the large number of ceremonies and other services and programs at the Chapel, it is important to obtain a reservation as early as possible. The University reserves the right to refuse an application because of scheduling conflicts or other reasons at the discretion of the University Chaplain. However, we will work with you to try to find a date that is available and meets your needs if your first choice isn’t available.

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. Applications for couples affiliated with Illinois Wesleyan University may apply for Evelyn up to 15 months in advance of the requested date. Couples not affiliated with Illinois Wesleyan University may apply up to 12 months in advance.

Clergy:
All ceremonies in the Chapel must be of a religious nature; therefore, civil ceremonies involving a Justice of the Peace are not permitted. Weddings and civil unions must be performed by 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). Be sure to contact your clergy person soon, as there are meetings which most clergy require beginning months before your wedding. The University Chaplain does not preside at weddings for couples unaffiliated with the University, but the Chapel Office can recommend clergy from several different denominations if you need help finding a clergy person.

Legality:
The couple must meet all the requirements of the State of Illinois and supply the officiating clergy with the Marriage or Civil Union License. It is highly suggested that the license be brought at the time of the rehearsal with all appropriate information completed. Once brought to the Chapel, a copy can be made if needed, and will be held until needed. 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:
No more than three ceremonies will be scheduled on any given weekend at Evelyn Chapel, but not more than two in one day. Three hours will be reserved for each ceremony and may be scheduled for one of 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 6:00 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 ceremonies 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 late April/early May, as well as through Christian Holy Week and the University winter intersession in December.

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

- **IWU Student, Alumnus or child of Alumnus, Faculty or Staff:** $300
- **Not IWU Student, Alumnus, Faculty or Staff:** $500

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.

Clergy Fee:
The fee for a clergy person, including the University Chaplain, is individually set by the ordained minister, and should account for pre-ceremony counseling, planning, rehearsal, and service. Couples pay their clergy person directly, not via Illinois Wesleyan University.

Chapel Organist Fee:
The fee for the Chapel Organist is $200 (minimum $100 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 payable to Dr. Susan Klotzbach.

Evelyn Ceremony Coordinator Fee:
The Evelyn Ceremony Coordinator will be present at both your rehearsal and ceremony. She will be able to answer questions and help with last minute details. She is also responsible for helping people know where to go – florist, photographer, bridal party, relatives, guests, and specifically...
the seating of guests, relatives, the procession, forming the receiving line, and minor clean up following the ceremony. A $50 fee for her services should be paid directly to her at the rehearsal. It is highly suggested that the bride and groom meet with the coordinator prior to the rehearsal. Specific details and commonly asked questions can be answered then.

**Instrument Usage Fee:**
An instrument usage fee, payable to Illinois Wesleyan University, is as follows and is due two weeks before the ceremony date:
- $100 for the use of the pipe organ
- $50 for use of the piano

**Cancellation Fee:**
In the event that you cancel your wedding or civil union reservation for any reason, you will be refunded your Chapel fee, minus a $100 cancellation fee.

**Possible Additional Fees:**
- A fine of $50 will be levied for cleanup if rice or birdseed is thrown.
- If the building is left in disarray, there will be a fee for custodial services based upon the time it needed to restore the building to use.
- An additional fee will be charged if couples, wedding/union party, photographers, florists, or hired musicians arrive or depart the chapel outside of their scheduled time.

**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 Main Office of Evelyn Chapel immediately. Once your wedding or civil union is scheduled and confirmed, changes will be considered, but cannot be guaranteed.

**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 be changed, with exceptions. The Chancel contains the altar, lectern, and piano. The space is small so we ask all parties to plan accordingly.

Adhesive tape and tacks may not be used to hang pew markers or ribbons. Please inform your florist. No markings of any kind are allowed on the Chancel area. The Ceremony Coordinator will be able to answer your questions about decoration of the space.

**Helpful information:**
- The Chapel seats no more than 215 people.
- The Chapel includes 14 pews
- The Chapel can provide a kneeler.
- Two small and two large flower stands are available.
- There is a room downstairs in which the party may wait or dress
- The Chapel is handicapped accessible.
- Drugs and alcohol are prohibited throughout the Chapel building.
- Rice, bird seed, confetti, etc. may not be thrown in, or in front of, the Chapel.
- Real flower petals are not allowed to be thrown down the aisle. If artificial petals are requested, the wedding party is responsible for collecting these before they depart the chapel.

**Pictures:**
All pictures in the Sanctuary must be completed thirty minutes before the ceremony begins. (Pictures may be taken outside and in other areas of Evelyn Chapel.) Flash pictures may not be taken in the Chapel during the actual ceremony; however, flash pictures are allowed during the
Only non-flash pictures taken from the back of the Chapel or the side and back areas of 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. Under no circumstance are photographers, wedding/union party, or guests allowed in the area underneath the cross. This is a safety hazard and is not prohibited.

Receptions:
Facilities for a reception are not available in the Chapel; however, the Joslin Atrium at the Memorial Union is available as well as other locations. For inquiries regarding reception spaces call Cheri Armstrong. (309-556-3035) Food service may be arranged by calling Mike Welsh. (309-556-3167)

Parking:
Ceremony day parking is complimentary to you and your guests. Upon availability, the University parking facility behind the Chapel and behind the Welcome Center will be used. Parking for the rehearsal is available after 5:00 p.m.

Evelyn Chapel is not responsible for items that are lost, stolen, left behind, or broken. To insure safety of your personal items, please lock property in both the bride’s room and the Ceremony Coordinator’s office. Keep in mind that this is a college campus and the Chapel is open to the public from 8:00 am to 11:00 every day. Students are permitted to walk through the Chapel at any time, so plan accordingly.

Contact Information:

Rev. Elyse Nelson Winger, University Chaplain
Chapel Office
Illinois Wesleyan University
1301 Park Street
Bloomington, Illinois 61701
chaplain@iwu.edu
309-556-3005
Wedding and Civil Union Application

NAME 1: ________________________________________________________________

Last First Middle

Present Address: __________________________________________________________

Home Phone: ____________________ Work Phone: ____________________________

Cell Phone: __________________ E-mail: _________________________________

Affiliation with Illinois Wesleyan University? yes____ no____
If yes, check: Student_____ Faculty_____ Staff_____ Alumnus or child of Alumnus____

Degree Program and Year of Graduation (if applicable)________________________

Religious Denomination/Affiliation: ____________________________

NAME 2: ________________________________________________________________

Last First Middle

Present Address: __________________________________________________________

Home Phone: ____________________ Work Phone: ____________________________

Cell Phone: __________________ E-mail: _________________________________

Affiliation with Illinois Wesleyan University? yes____ no____
If yes, check: Student_____ Faculty_____ Staff_____ Alumnus or child of Alumnus____

Degree Program and Year of Graduation (if applicable)________________________

Religious Denomination/Affiliation: ____________________________

Is this a Wedding or Civil Union?_________________________________________

REQUESTED DATE: ______________________________________________________

Month Date Year Time of Service

Time:
Please circle one of the following blocks of time and indicate on the line above the specific hour requested:

Weekdays: 5:00p.m. to 8:00p.m.
Saturdays: 10:00a.m. to 1:00p.m.
2:00p.m. to 5:00p.m.
6:00p.m. to 9:00p.m.
Sundays: 2:00p.m. to 5:00p.m.
6:00p.m. to 9:00p.m.
Requested Rehearsal:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Year</th>
<th>Time Requested (weekday, 1 hour)</th>
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Post-Ceremony Address: ________________________________________________

OFFICE USE ONLY
Date Application Received: __________________________
Date Fees Received: __________________________
Amount Received: __________________________
Date posted: By: __________________________
Date of Confirmation Letter By: __________________________

Officiating Clergy

Name: _____________________________________________________________
Address: ___________________________________________________________
Phone: ______________________________E-mail: __________________________

If you wish to have a second clergyperson officiate at the ceremony, please complete:

Name: _____________________________________________________________
Address: ___________________________________________________________
Phone: ______________________________E-mail: __________________________

Music:

We desire the services of the Evelyn Chapel Organist. _______
We would like to use our own organist/pianist/acoustic musician
(subject to approval). _______

Name: _____________________________________________________________
Phone: ______________________________E-mail: __________________________

Photographer:

Name: _____________________________________________________________
Address: ___________________________________________________________
Phone: ______________________________E-mail: __________________________
Signatures:

Name 1:
_______________________________________________ Date:____________________

Name 2:
_______________________________________________ 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 Main Office
Illinois Wesleyan University
1301 Park Street
Bloomington, Illinois 61701
Application Form for Evelyn Chapel Organist

Ceremony:

Month/Day/Year       Hour

Name 1: _______________________ Home Phone: _______________________

Cell Phone: _______________________ Work Phone: _______________________

Name 2: _______________________ Home Phone: _______________________

Cell Phone: _______________________ Work Phone: _______________________

Choice of Music
You may contact the University Organist at any time to schedule a music consultation. If you have not done so prior, she will contact you about a month before your ceremony to schedule one. At that time, all music and musicians for the service will be determined. If you know ahead of time that you want certain pieces of music and/or certain musicians to perform at your service, please list them below. It is not necessary to select music or musicians before this consultation. You will work with the organist to find music that best suits your ceremony. Most consultations last about 30 minutes.

Music requested: _____________________________________________________

Musicians requested: _________________________________________________

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