



The Robert B. and Anna Gardner Butler Chapel, Campbell University

WEDDING POLICIES

On behalf of the Campbell University family, thank you for considering the Robert B. and Anna Gardner Butler Chapel at Campbell University for your wedding ceremony. This Chapel was built to glorify God and to provide a worship space where students, faculty, and staff can gather for sacred moments and events, both in the University's life and in the lives of the people who study and serve in this place.

Butler Chapel is the most tangible sacred space on campus. It stands as a testament to Campbell University's Christian mission and the importance of engaging faith as a part of the educational experience. It is our belief a wedding is a worship experience. For this reason, these policies and procedures are written to help your wedding achieve this purpose. We ask that those who reserve this facility uphold the sacred purpose of the Chapel. We are ready and eager to work with you to help you make the holy moments of your wedding memorable.

A few important words as you consider the use of Butler Chapel:

1. Weddings held in Butler Chapel must be consistent with the Christian tradition and performed by an ordained minister in an orthodox Christian tradition.
2. Our policies about music, the Christian nature of the wedding, and to some extent about photography, flowers, and the general tone of the event all stem from our desire that all weddings in Butler Chapel are conducted as an act of worship through which God is glorified.
3. This campus is a place of life and activity, and often there are various planned and impromptu events taking place on campus. Your wedding may not be the only event in progress on your chosen day. In particular, this affects parking and we cannot guarantee convenient parking beyond the wedding party, for whom we will seek to provide some reserved parking spaces.

Once again, we wish you well for your wedding day and your life together.

Availability

Weddings are scheduled on a first come, first serve basis. No more than one wedding may be scheduled on a weekend. Weddings during weekdays are not permitted except by special permission. The Chapel is not available on national and school holiday weekends and during University events such as:

- New Student Orientation
- Move In Weekend/Welcome Week
- Homecoming
- Family Weekend
- Graduation weekends
- Other dates based on the University calendar

Butler Chapel serves primarily as a sacred space for the campus community and events planned to serve this purpose always take precedence.

Weddings must be booked with the Office of Spiritual Life at least three months in advance and no more than one year in advance of the wedding date requested.

Parties being married at Butler Chapel must accept the building and grounds as they find them. Construction and restoration projects are often taking place on campus, and may be underway during the time of your wedding.

When a reservation for a wedding is made, the Chapel is reserved for a ninety (90) minute rehearsal period and a four (4) hour block of time for the wedding day. Staying within these blocks of time is essential.

All ceremony related activities should be completed within the aforementioned times. This includes, but is not limited to, time needed for the following activities:

- Decorating
- Floral deliveries and arrangements
- Photography and videography
- Pre/post-wedding work

Fees

Campbell University students, alumni, faculty, staff and those directly affiliated with Campbell (trustees, board members, advisers, etc.) who wish to have their wedding in Butler Chapel will be charged a fee of \$2000.00 for the use of the facilities. A non-refundable deposit of \$300 will count toward the facility fee of \$2000.00 which covers rental of the facility as well as staffing and resources for the event. Butler Chapel is available to those only with a direct affiliation to the University as outlined above.

A security deposit of \$250 is due with the non-refundable deposit for the facility fee. Damage to Butler Chapel will result in forfeiture of the security deposit. Damage includes (but is not limited to) stains, scratches, and trash. Deductions will also be made when rules have been violated (for example, proof of food and/or drink in unauthorized locations). Deductions are made at the discretion of the

Scheduling Coordinator. If the damage exceeds the security deposit, the signatory of the contract will receive a bill for the balance due.

Usage Fee	Amount	Due Date
Deposit	\$300	When wedding date is secured
1st Installment of Fee	\$700	60 days prior to wedding date
Balance of Fee	\$1000	14 days prior to wedding date
TOTAL	\$2000.00	
Security Deposit	\$250	When wedding date is secured and returned after the ceremony

These fees do NOT include:

- Officiants
- Musicians
- Any request for additional facilities such as rooms in Taylor Hall

Cancellation Policy

If cancellation is necessary, it must be submitted in written form to the Office of Spiritual Life as soon as possible. Any fees paid at the point of cancellation (not including deposit) will be refunded.

Wedding Coordinator

The University's Wedding Coordinator is required for all rehearsals and wedding ceremonies in the Chapel. The Wedding Coordinator will work with each couple to ensure that all Chapel policies are understood and that a timely flow of the day's events will occur with a smooth transition.

The Wedding Coordinator will meet with couple and outside coordinator (if employed by couple) to ensure both parties are clear on all policies and procedures associated with the use of Butler Chapel.

At your pre-rehearsal consultation with your Wedding Coordinator, most decisions will be made regarding all aspects of the wedding (including placement of attendants, seating of special guests and assignment of specific ushers to each mother/grandmother). The couple will be shown the sanctuary, gathering space, the bridal room, garden, and courtyard where pictures may be made prior to the wedding. The consultation should last 45 to 60 minutes.

The duties of the Wedding Coordinator will consist of:

- Assisting the officiant.
- Meeting with the bride to discuss the ceremony and show the Chapel complex and spaces used for the wedding.
- Facilitating the rehearsal and arrangements for the ceremony.
- Ensuring everyone understands his/her responsibilities and knows exactly what to do.
- Arriving at the chapel at least one hour prior to the wedding to ensure all is going according to plan.
- Facilitating services through the University and upholding the wedding policies.
- Staying until the end of the contracted time for the Chapel to ensure all is left clean, neat, and in place. It is **not** the Coordinator's responsibility to decorate or assist with set up or removal of any decorations for the ceremony.

Wedding Officiant (Ministers)

In order to perform a wedding ceremony in Butler Chapel, a minister must be ordained and recognized by his/her denomination and as specified by the laws of the State of North Carolina. This does not include internet ordination. It is your responsibility to find and secure an ordained minister from an orthodox Christian tradition for your wedding, discuss denominational specifics, and compensation to the minister for his/her services. These fees are arranged per individual. It is recommended the minimum honorarium for the minister be \$300.

When scheduling a minister for your wedding ceremony, please confirm the minister can attend both the rehearsal and the wedding and that a copy of these policies is made available for their use.

Couples are encouraged to invite the ministers of the congregation where they are members to perform their wedding ceremony in the Chapel. If your minister is not available to perform your wedding ceremony, a list of approved ordained ministers can be provided by the Office of Spiritual Life.

Music

Butler Chapel is home to a Steinway grand piano and a majestic Cornel Zimmer pipe organ. These instruments are of the finest quality and provide a standard of excellence in music for worship and other gatherings in the Chapel. For weddings, couples are strongly encouraged to use these instruments and utilize the services of the University's organist. If the organist is not available, he can recommend a qualified musician for your ceremony. It is important to schedule a consultation with the organist/musicians well in advance to discuss the music for the ceremony. **Recorded music is not permitted.**

The University must approve all vocal and instrumental music used in the wedding. Couples should provide music requests to the Wedding Coordinator 30 days before the ceremony for approval. The music selected for services should be sacred, classical and/or contemporary Christian. Rock, pop, some contemporary music, and popular modern music will not be approved. **Do not ask for an exception to this policy.** In selecting music, please keep in mind you have chosen a sacred and holy space for your wedding, and as a worship service, it is the University's goal for all that happens in Butler Chapel to bring honor and glory to God. Musical selections should reflect this attitude.

Decorations

The beauty of the Chapel makes it unnecessary for elaborate decorations. Please consult first with the Wedding Coordinator regarding decorations best suited for Butler Chapel. Candelabras and decorative arches are permitted but are the responsibility of the florist or the bride. Only dripless or chase candles will be allowed in the sanctuary, and are the responsibility of the florist or bride. Protective floor covering must be used under all candles, regardless of the type. Unity candles must also have protective covering under them.

- Seasonal decorations that have been placed in the Chapel due to a University event(s) may not be removed or rearranged at any time.

- Real flowers may be used. A protective mat/covering should be placed under all potted plants and/or live floral arrangements. No glass vases should be placed anywhere near the slate floor in Butler Chapel.
- No tape, pins, glue, nails, staples or wires may be used on the chairs, windowsills, or chancel. Decorations may be used to mark row reservations, but should be attached using ribbon.
- No decorations or flowers are permitted on the organ or piano.
- All decorations to include flowers, ribbons, silk arrangements, potted plants, floor coverings, etc. must be removed immediately following the ceremony (or after the photography session is complete).
- No confetti, rice, bird seed or live flower petals are to be used in the chapel or on the grounds. Bubbles will be permitted ONLY outside of the Chapel. No decorations should be used on the handrails or walkway outside chapel.
- Balloons are not permitted in the Chapel.
- Florists must not deliver flowers or begin to decorate Butler Chapel prior to the allotted reservation and must collect decorations after the ceremony before the reservation ends. The Chapel does not have a place for florists to prepare or assemble arrangements.

Florist used for wedding must be briefed on policies by wedding party and sign agreement.

Photography

Please ensure that the photographer you have chosen for the wedding knows the policies regarding photography in the Chapel. Flash pictures are not permissible during the ceremony. All care should be given to ensure that the photography equipment is as unobtrusive as possible, out of the flow of traffic areas, and does not block the view of wedding guests. The “official” ceremony begins with the seating of the bride’s mother and ends when she exits the sanctuary. Specific portions of the service may be recreated for pictures following the completion of the ceremony. The use of floodlights and disruptive equipment are prohibited during the ceremony.

Arrangements should be made in advance on the times and locations of the photography. Photography shall in no way be disruptive during the ceremony. Photographers must not be present in the chancel area during the ceremony. A written list of all anticipated photography locations and potential shots should be compiled prior to the wedding to allow for quick and ordered completion of photography after the ceremony. It is important to discuss photography plans with the Wedding Coordinator.

Drones may NOT be used in Butler Chapel or on campus.

Only brides utilizing the Butler Chapel may have their formal bridal portraits made in Butler Chapel complex (gardens and prayer room). Arrangements should be made in advance with the Wedding Coordinator for a date and time that will not interfere with other Chapel events.

Photographer used for wedding must be briefed on policies by wedding party and sign agreement.

Videography

The University will provide three DVD's of the wedding ceremony which are mailed to the couple after the ceremony and after all fees have been paid in full.

Videographers must follow all guidelines as set forth above for photographers. Videos of the ceremony may be taken from the area of the Sound Room only. Videographers should have all equipment set up in an approved area one-half hour prior to the beginning of the ceremony.

Videographer used for wedding must be briefed on policies by wedding party and sign agreement.

Sound

The sound technician will be on hand for the rehearsal and the wedding. It is important to coordinate with the Wedding Coordinator well in advance specific needs regarding sound for the minister, musicians, and readers.

Food and Beverage

Absolutely no alcoholic beverages are permitted anywhere on the premises of Campbell University. Butler Chapel does not have a reception facility and the gathering space is not available for receptions, snacks or cake cuttings.

Facilities

Your reservation of the Chapel includes use of the sanctuary, gathering space and the bridal room. Campbell University does not provide reception venues for weddings. There is an additional cost for use of additional rooms on campus.

Butler Chapel is a smoke-free facility. No smoking is allowed within 50 feet of the chapel or any other buildings on the campus.

Frequently Asked Questions:

What if I don't have any connections to Campbell University?

Only those who qualify with the official Campbell connection can reserve the chapel for a wedding ceremony.

How far in advance can I book Butler Chapel for my wedding?

Weddings must be booked with the Office of Spiritual Life at least three months in advance and no more than one year in advance of the wedding date requested.

Is a deposit required to hold the space?

Yes, a non-refundable deposit of \$300 is required to hold your Butler Chapel reservation.

Is my payment refundable?

If cancellation is necessary, it must be submitted in written form to the Office of Spiritual Life as soon as possible. The original \$300 deposit is non-refundable but costs paid to the point of cancellation are refundable.

Can I choose my own minister?

Yes. Campbell does not require that you use a minister from the Office of Spiritual Life for your wedding ceremony. If your minister is not available to perform your wedding ceremony, a list of approved ordained ministers can be provided by the Office of Spiritual Life.

Will a wedding coordinator be provided for my wedding?

Yes. It is required for all weddings in Butler Chapel that the Campbell wedding coordinator is utilized for each event.

Are alcoholic beverages permitted?

No. Absolutely no alcoholic beverages are permitted anywhere on the premises of Campbell University.

What is the seating capacity for Butler Chapel?

The Chapel has a seating capacity of 375. Seating cannot be refigured.

Where can guests park?

Ten (10) spaces will be reserved adjacent to Butler Chapel for the wedding party. Other guests may park behind the Student Health Center on T. T. Lanier St. Limited handicapped parking is provided in the lot behind Butler Chapel.

Do you have preferred vendors for flowers or photography/videography?

The Office of Spiritual Life does not have a preferred vendor; however, we do keep a listing of services in the area.

Can I have my bridal portraits at the Chapel?

To schedule a photo shoot on Chapel grounds, a date and time must be reserved with your Wedding Coordinator.

Are child care facilities provided?

Child care facilities are not available. Please take this into consideration when extending invitations to your guests.

Making a Reservation

After carefully reading the wedding policies, these are next steps:

1. Contact the Office of Spiritual Life, at dawsone@campbell.edu for availability of the dates you prefer for your wedding.
2. Complete the online “Wedding Reservation Form,” giving all requested information. Once approved and scheduled on the Chapel calendar, a confirmation will be emailed to you. You will be notified with a confirmation of the date you selected.
3. Your reservation deposit fee of \$300 must accompany the Wedding Reservation/Contract Form. This fee will be applied to the facility fee.
4. Should the wedding party wish to cancel the reservation at any time, the Office of Spiritual Life must be notified. Deposits are non-refundable.
5. In order to avoid any misunderstanding about the exact dates and times of your wedding rehearsal, **please confirm your wedding date and time with the Office of Spiritual Life prior to ordering invitations.** Please notify the Office of Spiritual Life of any changes in telephone numbers and other contact information prior to the wedding to insure constant and accurate communication between Campbell University and the wedding party.

Scheduling

Scheduling for Butler Chapel is coordinated through the Office of Spiritual Life of Campbell University.

910-893-1547

dawsone@campbell.edu

Any discrepancy to these policies must be directed in writing to the Office of Spiritual Life.

Notice: All fees are subject to change. However, the fees in effect when a reservation is made and the reservation fee is accepted will remain in effect through the wedding ceremony. The University reserves the right to revise or modify the policies and procedures without prior notice. The University reserves the right to deny the use of Butler Chapel to any party without explanation.