

UNIVERSITY OF VIRGINIA  
NEWCOMB HALL UNIVERSITY STUDENT CENTER  
**EVENT PLANNING OFFICE**  
PO Box 400701, Charlottesville, VA 22904  
Phone: (434) 924-3203 Fax: (434) 924-7111

**REGULATIONS GOVERNING THE USE OF THE  
UNIVERSITY OF VIRGINIA CHAPEL**

**GENERAL REGULATIONS:**

- **No food or beverages** may be taken into the chapel.
- **Decorations** may be **hung** on the pews. No stapling, gluing or taping to any surface, including the pews, is permitted. Items left behind will be disposed of immediately.
- **Music: Organ-** There is a 2 manual skinner pipe organ in the chapel for use. **Sound System-** You may bring in a sound system. **Piano- May not** be taken into the chapel. There will be no exceptions; only electric keyboards or other instruments may be used.
- **No rice, birdseed, confetti or any substance may be thrown in or outside of the chapel.** Bubbles may be used outside of the chapel. ONLY dried flowers may be dropped on a runner because they can be vacuumed.
- **Cross:** It may be carefully removed from the altar, but must be replaced following the event.
- **Candles:**
  1. Only **drip-less candles** may be used and must be lit with a lighter. Any wax on the carpet will incur a **\$250 cleaning fee**.
  2. Candles must be stationary (not hand held) in candelabras or on a table top in candle holders.
  3. Candles, even in candelabras, may not be put in the aisles or on window sills (fire code). No aisle may be blocked in any way due to the fire code.
  4. Candles must be removed carefully so that the hot wax on the top does not spill on any surface.
  5. Candles must be removed and taken out of the chapel after use.**Alternate ideas:** Use portable battery candles (cannot tape to any surface) or consult with your florist for suggestions.

**CHRISTENING/BAPTISM:** UVA affiliation required. \$25 for 1 hour.

**MEMORIAL SERVICES/FUNERAL:** UVA affiliation required. No fee is charged.

**CONCERTS:** The sponsor must be a UVA Department or CIO. A \$40 fee is charged for the use of the chapel when admission is collected.

**KEYS TO CHAPEL AND ORGAN:** A designated person must pick up the keys to the chapel and the organ at the Event Planning Office on the 4<sup>th</sup> floor of Newcomb Hall between 8:30 am and 4:30 pm Monday through Friday, excluding holidays, the week before the wedding. Keys must be returned to the Event Planning Office the Monday after the wedding or put in the “**drop box**”, which is located on the inside of the back door of the chapel.

**PARKING:** For reserved parking and general parking information please call UVA Parking and Transportation at 924-7231.

**FACILITY/EQUIPMENT DESCRIPTION:** The Chapel (front door wheelchair access) has A/C for summer and is heated in winter. There is a foyer in the entrance with a wooden table. There is a small side room in the back with an outside entrance, just large enough for the Bride and a few people to wait in.

There is an additional room in back of the altar area for the Groom (backdoor wheelchair access). **The chapel seats 250 people.** The bell tower is located on the right side of the Chapel. There are 17 pews on one side and 18 pews on the other side of the center aisle (58 ft long x 62 in wide). In the front, there are 6 short pews on the left and 5 short pews on the right of the aisle. There is 1 wooden kneeler (3 ft wide, 11 in deep, 6 in high) for the Bride and Groom, a 2 manual skinner pipe organ, a moveable cross, a brass lectern, 4 wooden altar chairs, and a wooden altar table (6 ft 2 in wide, 2 ft deep, 3 ft high).

**RESTROOMS:** No restroom facilities are available inside the Chapel. The closest restrooms are located at the Rotunda (south arcade) and are unlocked for use by the wedding party and guests. The Rotunda is normally open from 9:00 am to 4:00 pm, Monday thru Friday.

**CARILLON:** The bells are programmed to ring on weekdays and Saturdays on the hour from 9:00 am to 7:00 pm and on Sunday from 3:00 pm to 7:00 pm. The programming is set and cannot be changed.

**THOSE FAILING TO COMPLY WITH THE ABOVE REGULATIONS WILL BE DENIED FUTURE USE OF THE CHAPEL AND/OR BE BILLED FOR ADDITIONAL CLEANUP, REPAIRS, ETC.**