

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

THE UNIVERSITY OF VIRGINIA CHAPEL
Corner of University Avenue and McCormick Road

RESERVATIONS: Wedding reservations are taken starting one year to the month in advance. A lottery is held each month and can be entered during the last 5 working days of the previous month, one year ahead. The drawing is held on 1st working day of the month, one year in advance. After the lottery, reservations are accepted by calling directly. The exception to this is for the months of September, October and November. This is due to the finalization of the home football schedule. To reserve for any of these three months you may enter a lottery during the last 5 working days of January for the 1st working day of February lottery drawing. Reservations are accepted after the lottery is completed by calling directly. Only the bride or groom or members of their immediate families may make reservations. The chapel fees are:

- A. Registered full-time UVA students (bride or groom must be full time student)..... \$200.00
- B. Alumni, staff, faculty, administrators and their immediate family..... \$350.00
- C. No University affiliation..... \$750.00

These fees cover two hours for the wedding and one hour for the rehearsal, and are doubled for a four hour wedding reservation. Wedding reservations must be for a minimum of 2 hours and can be increased in one hour increments.

PAYMENT: We accept Visa, MasterCard and checks. The contract must be signed and sent back with payment. Checks should be made payable to the **University of Virginia** and mailed, with the signed contract, to the **Event Planning Office at P.O. Box 400701, Newcomb Hall Station, Charlottesville, VA 22904-4701**. Payment must be received within thirty days after the reservation is made or **your reservation will be cancelled**. The income from these fees pays for Chapel maintenance and renovation.

CANCELLATIONS: The person who made the reservation may cancel an unpaid wedding by phone. Paid weddings will receive a 50% refund if cancelled in writing 90 days or more before the reservation date. The Event Planning Office will send the person who paid the reservation fee a W9 refund form. This form must be filled out and returned to the Event Planning Office within 10 days. The refund will then be processed. No refund will be issued for cancellations made less than 90 days before the reservation date, but it is necessary to notify us in writing.

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 ceremony.
- **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.

- **Runners and candelabras** are to be provided by your florist.
- **Florists must remove all equipment, candles and litter before reservation period ends.**

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 4th 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.

WEDDING INVITATIONS: The address to be used for wedding invitations is: THE UNIVERSITY OF VIRGINIA CHAPEL on the corner of University Avenue and McCormick Road

PARKING: Please see attached sheet on your reservation copy for information.

DIRECTIONS TO THE CHAPEL: To find directions to the chapel, please use this address, 1619 University Avenue, Charlottesville, VA, 22903, or for maps call Parking and Transportation at 434-924-7231.

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).

WAITING ROOMS: **There are no dressing rooms.** There is a small rustic room on the left side, *not large enough for dressing*, inside of the Chapel. It is located on the left wing in the back of the Chapel, which has accessibility to the outside. There is an additional room in the back of the altar for the Groom, which also has accessibility to the outside.

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.

Please note that all items must be removed from the Chapel at the end of your reservation; otherwise they will be disposed of immediately.