RESERVATIONS: Only the bride, groom, or members of their immediate families may make reservations.

CHAPEL FEES:
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. Wedding reservations are a minimum of 2 hours and can be increased in one hour increments.

PAYMENT: You will receive an invoice from UVa Accounts Receivable. Please pay within 30 days of the date of the invoice.

CANCELLATIONS: All cancellations must be made via email. Paid weddings will receive a 50% refund if cancelled in writing 90 days or more before the reservation date. If the cancellation is made less than 90 days before the reservation date, a refund will not be issued.

WEDDING OFFICIANT: It is the responsibility of the wedding party to obtain an officiant. The UVa Chapel is non-denominational.

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 your use.
- Sound System- There is a sound system in the chapel or you may bring in a sound system. Please see more information below.
- Piano- May not be taken into the chapel. There will be no exceptions; only electric keyboards or other instruments may be used.
THE UNIVERSITY OF VIRGINIA CHAPEL
Corner of University Avenue and McCormick Road

- **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.

- **Candles:**
  1. Only dripless candles may be used. Any wax dripped 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 per fire code.
     - No aisle may be blocked in any way per fire code.
  4. Candles must be removed carefully so that the hot wax does not spill on any surface.
  5. Candles must be removed and taken out of the chapel after use.
  6. **Alternate ideas:** Use portable battery candles (cannot tape to any surface) or consult with your florist
     - Runners and candelabras are to be provided by your florist.
     - Florists must remove all equipment, candles and litter before reservation period ends.

**CHAPEL UNLOCK: If the chapel is locked when you arrive, please call 434-924-3601.**

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

**PARKING:** Wedding party parking is available in the seven spaces along McCormick Road next to the Chapel. Due to multiple reservations in the Chapel on any given day, wedding parties must clear the spaces when their reservation in the Chapel has ended. Parking for rehearsals and/or weddings is limited Monday-Friday before 5:00pm.

To reserve these spaces, please send a request at this link [http://www.virginia.edu/parking/events/reservations/index.html](http://www.virginia.edu/parking/events/reservations/index.html) at least two weeks prior to your event date. For questions or more information, please email The Special Events Coordinator at Parking and Transportation; send all requests to Sylvia Dove sdm5z@eservices.virginia.edu to make reservations.

To set up validation for wedding guests at Central Grounds Garage, please email Ruth Lawrence at rl4v@virginia.edu.

**DIRECTIONS TO THE CHAPEL:** To find directions to the chapel, please use this address, 200 McCormick Rd, Charlottesville, VA, or see this map [http://www.virginia.edu/webmap/ACentralGrounds.html](http://www.virginia.edu/webmap/ACentralGrounds.html)

**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. 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 padded kneeler (3 ft wide, 11 in deep, 6 in high) for the Bride and Groom, a 2 manual skinner pipe organ, a brass lectern, 4 large wooden altar chairs, and a wooden altar table (6 ft 2 in wide, 2 ft deep, 3 ft high). The Chapel stage area is approximately 32 feet wide and 13 feet deep. Extra armless chairs – 8 wooden fold-up chairs in right side room, 4 padded stacking chairs in the room to the right of the altar (they cannot be put in an aisle).
SOUND SYSTEM: The University Chapel is currently equipped with a sound system that includes wireless microphones, corded microphones, a six disc CD player, and an mp3 cable.

Placement: Lapel microphones will be located on the altar, and all other microphones will be set on stands or on the lectern. The customer can move equipment at their discretion before and during the event, as long as all microphones are left where they were found upon arrival.

Package: The package has a rate of $75.00 in addition to your wedding fee. This package includes 3 microphones (1 wireless handheld, 1 wireless lapel, and 1 corded gooseneck on lectern) and the option to plug in an ipod, cd player, or DI box for keyboard (with special approval). All modifications to sound system packages must be confirmed by the customer no later than two weeks prior to the event. Failure to communicate changes or additions may significantly impact the AV options available during your event.

CROSS: A Stanislav Makielski designed cross is permanently displayed in the University Chapel in a locked glass display case with a wooden door. It is located on the left side of the stage in front of the organ pipes and can be seen by approximately 25% of the audience. Note: Cross is 24” x 12”. Candle sticks are not included with cross.

Please respond with your preferred cross display option:
1. Cross in the display case viewed through glass door
2. Cross in the display case with the wooden door closed
3. Cross taken out and displayed on the altar

WAITING ROOMS: There are no dressing rooms. There is a vestibule, not large enough for dressing, inside of the Chapel. It is located on the right wing in the back of the Chapel, which has accessibility to the outside. There is an additional room to the right of the altar for the Groom, which also has accessibility to the outside (wheelchair access).

RESTROOMS: The chapel does not have any restroom facilities.

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

ORGAN: If you have an organist (see list below), please pick up the key at Newcomb Hall 436 between 8:30 a.m. and 4:30 p.m. Monday through Friday, excluding holidays, the week before the wedding. Keys must be returned to the Office of Event Planning Services the Monday after the wedding or put in the “drop box”, which is located on the inside of the back door of the chapel.
THE UNIVERSITY OF VIRGINIA CHAPEL  
Corner of University Avenue and McCormick Road  

Pre-Approved Organists for UVa Chapel

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
<th>PHONE</th>
<th>AFFILIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norman Allen</td>
<td><a href="mailto:napresto73@embarqmail.com">napresto73@embarqmail.com</a></td>
<td>434-296-3443</td>
<td>Wesley Memorial Methodist</td>
</tr>
<tr>
<td>Karen Dalton</td>
<td><a href="mailto:kwd2n@virginia.edu">kwd2n@virginia.edu</a></td>
<td>434-984-5308</td>
<td>University Baptist/Church of Our Savior (Episcopal)</td>
</tr>
<tr>
<td>Carlton Dickerson</td>
<td><a href="mailto:dickersoncarlton@gmail.com">dickersoncarlton@gmail.com</a></td>
<td>434-296-4040</td>
<td>Trinity Episcopal</td>
</tr>
<tr>
<td>Linda Hanson</td>
<td><a href="mailto:musician@centurylink.net">musician@centurylink.net</a></td>
<td>434-978-4489</td>
<td></td>
</tr>
<tr>
<td>Alice Layman</td>
<td><a href="mailto:alice@christchurchcville.org">alice@christchurchcville.org</a></td>
<td>434-978-4164</td>
<td>Christ Episcopal</td>
</tr>
<tr>
<td>Barbara Moore</td>
<td><a href="mailto:btmoore30@hotmail.com">btmoore30@hotmail.com</a></td>
<td>434-293-9234</td>
<td>University Baptist</td>
</tr>
<tr>
<td>James Sivley</td>
<td><a href="mailto:james.sivley@comcast.net">james.sivley@comcast.net</a></td>
<td>434-293-6016</td>
<td>St. Thomas Aquinas (Catholic) and St. Paul's Ivy (Episcopal)</td>
</tr>
<tr>
<td>Suzanne Smith</td>
<td><a href="mailto:suzanne.smith@mjh.org">suzanne.smith@mjh.org</a></td>
<td>434-293-5094</td>
<td></td>
</tr>
</tbody>
</table>

It is the responsibility of the bride and groom to contract with an organist. The Office of Event Planning Services does not have an affiliation with anyone listed above.

**Other organists:** Any organist not listed above must receive prior approval. To receive approval, submit a **brief** description of the organist’s training and experience by email to **eventplanning@virginia.edu**.

**Organ rehearsal:** The organist may call the Office of Event Planning Services to reserve a one-hour organ rehearsal time.

**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.**