



WILLIS D. WEATHERFORD, JR.
CAMPUS CHRISTIAN CENTER

Wedding Guidelines
for Use of Danforth Chapel
 Draper Building, Berea College

Please share this information with those assisting with your wedding.

The Willis D. Weatherford, Jr., Campus Christian Center (CCC) is responsible for the management and upkeep of Danforth Chapel and the Fireside Room. All reservations for this space must be made in person through our office.

Contact: Office Manager; 859.985.3134

Campus Christian Center Office hours are 8-12 and 1-5, Monday through Friday.

Physical address: Draper Building Suite 107, Berea College

Mailing address: Campus Christian Center, Berea College, 101 Chestnut Street, CPO 2165, Berea, KY 40404

Make check out to: Campus Christian Center, Berea College

To reserve the Chapel for a wedding, an online application can be found at the CCC's wedding website page (<https://www.berea.edu/cc/weddings-at-danforth-chapel/>). Complete all the requested information and submit. The refundable deposit should be submitted within 30 days of the submitted application and the tentative approval of the wedding date. Reservations will remain tentative until the deposit is submitted.

Wedding Fee Schedule

Affiliation	Refundable Deposit*	Non-Refundable Fee**	Total
Non-Affiliated	\$200	\$600	\$800
Faculty/Staff/Alumni	\$200	\$400	\$600
Students	\$200	\$100	\$300

* The refundable deposit will be refunded only if the following conditions are met:

- ♦ Chapel and Fireside Room must be left clean and in the condition they were found,
- ♦ no damages to the Chapel or Fireside Room areas,
- ♦ all guidelines in this document are followed and adhered too,
- ♦ wedding party and guests have departed the building by the scheduled time, and
- ♦ no smoking or alcohol policy violations.

The refund check will be generated as soon as possible based on the campus schedule.

** In order to receive a full refund, cancellations must be made one month prior to the wedding date. Cancellations should be made in writing with a signature from one or both of the participants.

1. Wedding reservations must be scheduled at least one month in advance and can only be scheduled up to one year in advance. Unless special permission is given, weddings can only be scheduled on a weekend. We do not schedule weddings during official holiday/academic breaks. Additionally, we have June academic events that are sometimes not scheduled until spring; due to this, June weddings occasionally cannot be scheduled until late April.
2. In order to accommodate other events scheduled in Danforth Chapel, access to the facilities will be available to you **two hours** prior to the time of your wedding, the wedding hour, and one hour following the wedding - a total of **four** hours. This allows adequate time to add decorations, take before and after pictures, clear away all decorations, take out trash, and make sure the Chapel, Fireside Room and any other area(s) used are left neat

and orderly. Note that the clean-up of these areas are required as part of your reservation.

Example: A wedding taking place at 2:00 PM would need a reservation from 12:00 Noon – 4:00 PM. Wedding rehearsals are strongly encouraged. Every wedding reservation also includes **two hours** for rehearsal the evening before the ceremony. This time will also need to be scheduled at the time the reservations are made.

Wedding rehearsals should be scheduled on Friday between 5:00 – 9:00 p.m.

Weddings should be scheduled on Saturday between 9:00 a.m. – 9:00 p.m.

3. A member of our staff will unlock the necessary Draper Building doors prior to the wedding and rehearsal. They will be available **only** at the times you are **scheduled** to use the reserved area. Our staff member will be in the Center's office, during the two-hour rehearsal and the four-hour wedding. They will have the Campus Christian Center Office open in case you have any questions. Our staff member will ensure both Danforth Chapel and the Fireside Room are neat and orderly upon your arrival. Our staff member will also ensure the area is left neat and orderly when the last of your guests leave at the end of your reserved time. They complete an inspection so we can determine if you are eligible to have your deposit returned. Because our staff are only scheduled to work the hours of your reservation, it is essential that you return the Chapel to its prior condition before your four hours expires. If the staff member has to stay past your scheduled four-hour reservation, your refundable deposit will be forfeited.
4. Parking is permitted on campus streets and in campus parking lots. Any person who needs handicap access to Danforth Chapel should use the rear entrance to the Fireside Room. There are two (2) handicap parking spaces immediately behind the Chapel and another nearby the College Theatre. **All other parking immediately behind Danforth Chapel is prohibited.** The wedding couple may be picked up at the Fireside Room door; however, the vehicle cannot park in the circle during the wedding ceremony. When the wedding couple is ready to depart, their vehicle may be brought up to the circle for them.
5. Maximum seating capacity of Danforth Chapel is 125. There can be up to 114 seats on the floor and ~ 15-20 seats in the organ loft.
6. Children must have adult supervision at all times. Children are **not allowed** in the organ loft.
7. We do not provide any instrumentalists for your wedding. We do have an electronic keyboard and a pipe organ in the Chapel. Your pianist/organist may require more than your rehearsal time to become accustomed to our keyboard/organ. While they are welcome to come by previous to the wedding date, practice can only be allowed when other events are not scheduled in the area. We will gladly work with them to find a practice time. **Have them contact the number above to schedule a rehearsal time.**
8. The Campus Christian Center does not provide ministers for weddings, although individual Berea College Chaplains may agree to serve in this capacity. Should a College Chaplain agree to perform a wedding ceremony, however, the wedding party will need to discuss with the Chaplain the individual Chaplain's fees for this service and requirements relating to pre-marital conversations or counseling. Only ordained ministers in good standing with their denominations may perform wedding ceremonies in Danforth Chapel. The officiating minister for the wedding must attend the wedding rehearsal.
9. The wedding party must return all furnishings (tables, chairs, podiums, etc.) to their original places in the areas used. If the wedding party moves items of furniture to other parts of the rooms, they must be returned to their original places. There will be a large mirror placed in the Fireside Room for dressing needs. This mirror is not to be moved from the room.
10. During the academic year (mid-August through early May), because we are an academic institution, understand that there may be periodic displays inside the Chapel that cannot be moved at the time of your wedding (i.e., flag, wall hanging, etc.). If this may pose a problem, please advise at the time of reservation. Additionally,

something could be added to the Chapel between the time of your reservation and the wedding date. You are welcome to call back closer to the time of the wedding to find out if this is the case. At that time, if you'd like to schedule to visit the Chapel again to see the display, you are welcome to do so.

11. There is no sound system available in the Chapel. You are welcome to bring your own music player, if needed.
12. Floral decorations can be brought in prior to your rehearsal or wedding during your allotted, reserved time. We do not have a place to keep arrangements secure overnight other than the Chapel and Fireside Room. You may use flowers or plants on the altar, in front of the altar and/or in stands on the floor of the Chapel only. No flowers or other decorations may be placed on or around the windows or walls, woodwork (including chairs) or Chapel furnishings. This includes all woodwork and above the altar. Property belonging to the florist must be removed immediately following the wedding. Please advise your florist of these guidelines.
13. Do not use tape, glue, adhesives or floral wires of any kind on the Chapel's furnishings, walls or floors.
14. Aisle runners are not recommended in the Chapel so as not to damage the floor. This can be discussed and decided on a case-by-case basis.
15. A unity candle or candelabras are permitted but plastic must be under all candles on the floor/table to catch any drips.
16. Receptions are not allowed in the Fireside room or Chapel.
17. No rice, birdseed, confetti, or glitter can be used or thrown inside or outside the building. Only fabric or silk flower petals can be thrown in the Chapel.
18. Any directional signage put around the campus for your wedding **must** be removed before leaving campus.
19. Berea College is a smoke-free campus. Additionally, no alcohol is permitted inside or outside of the Chapel, the Fireside Room or the Draper Building. This policy applies to the parking circle behind Danforth Chapel. Any violations of this policy will result in the loss of the non-refundable deposit.

Revised: June 28, 2022