

# *Barnwell Chapel*

## Berry College

*Please respect the beauty and the sacredness of the chapel by observing the following rules:*

### **GENERAL**

The natural beauty of the Barnwell Chapel is to be preserved and protected during any wedding service. As a general rule, decorations are to be kept to a minimum. The use of any materials or types of decorations, which are damaging to the beauty of the chapel, are to be avoided.

Barnwell Chapel is air-conditioned and can seat between 100 and 125 guests.

### **FURNISHINGS**

Provided for the wedding couple's use at Barnwell Chapel are:

- A piano (The piano may not be moved)
- A sound system is not provided; however, a small system may be brought in by the musician(s) if desired.

### **PARKING**

Parking spaces are available in the area adjacent to the chapel, near the Child Development Center. This parking is somewhat limited, so cars may also be parked on the edge of the grass just off the road in front of the chapel once the designated parking spaces are filled. Parking is not allowed in the area of the sidewalk.

### **DECORATIONS**

The use of any materials or types of decorations that are damaging to the beauty of the chapel is prohibited and may forfeit the \$400 security deposit. It is recommend that you keep the decorations to a minimum and the following guidelines should be followed by the person(s) responsible for decorating the chapel.

- Care should be taken so that there is no water or moisture damage with floral arrangements with use of either protective plastic or watertight pots/urns.
- No decorations (flowers, candles, etc) should be placed on the piano.
- Chapel furnishings, including the cross and candlesticks on the altar, should not be moved.
- Clear plastic should be placed beneath all candelabras to prevent wax damage.
- Only dripless candles should be used.
- Thumbtacks, nails or tape should not be used on pews or on any wooden furniture.
- Due to the risk of fire, the candleholders along the walls may not be used with real flame candles. However, electronic candles may be used.

All decorations are to be removed from the chapel within three hours following the wedding ceremony. The chapel is to be left clean, as specified in the wedding guidelines. *Berry College is not responsible for items left in the chapel.*

### **DRESSING AREAS**

Members of the wedding party are encouraged to dress prior to coming to the chapel. The two small rooms located on the right of the chapel adjacent to the sanctuary are available but are not adequate to be used as dressing areas. There is one small restroom in the first side room on the right.

### **PHOTOGRAPHS**

We hope you and your photographer enjoy capturing memories of this special day. However, we have a few guidelines for photographs/videos.

- Your chapel reservation only includes the chapel and the immediate area surrounding the chapel.
- If you plan on taking pictures elsewhere around campus keep in mind that there are other events and activities happening on campus. We ask that you be respectful of other events if you plan on taking pictures in areas beyond the immediate area surrounding the chapel. Those areas may have been reserved for a specific event and those events take priority to taking pictures.

### **CHAPEL CLEAN UP**

The chapel will be cleaned by Berry College's housekeeping staff following your wedding ceremony. This is included with the reservation of the chapel and covered by the respective chapel fee. However, we ask that you take care of basic clean up following your wedding ceremony, including the following:

- Dispose of food, flowers, paper items, candle wax and any other trash in the trash cans provided in the chapel
- Return any items that were used during the ceremony to their appropriate places (Bibles, hymnals, candle holders, kneeling bench, etc.)

- Remove all personal items from the chapel - side rooms, bathrooms, etc. (*Within 3 hours of the ceremony.*  
**Berry College is not responsible for items left in the chapel.**)

**Failure to comply with the above requirements will result in the loss of the \$400 security/damage deposit.**

**Please remember:**

- **Berry College is not responsible for any items left in the chapel.**
- **Alcohol is prohibited on campus.**
- **All buildings on campus are non-smoking.**

If there is a question or problem regarding the chapel, please call the Campus Scheduling Office at **706-378-2880** weekdays 8:00am – 5:00pm. In emergencies, please call Campus Safety at **706-236-2262**.