

Berry College Chapel

Berry College

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

GENERAL

The natural beauty of the Berry College 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 that are damaging to the beauty of the chapel are to be avoided. The College Chapel is air conditioned as of June 2001 and has a seating capacity of over 800.

FURNISHINGS

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

- A grand piano (The piano may not be moved.)
- A kneeling bench
- Twenty-seven rank pipe organ. (Organist should be a competent musician and capable of playing this instrument.)
- Use of the sound system is not provided. However a small one may be brought in if so desired. Or you may contract one of our trained Sound Technicians to use the chapel's sound system.
- The carillon (bell tower) is not provided for and should not be used.

PARKING

Visitors may use available spaces in any of the parking lots located near the College Chapel; however, we recommend the Dana Parking Lot which is a close walking distance from the chapel. Guests should use designated parking spaces and not park on the side of the road. Vehicles should also not be parked on the lawn or sidewalk areas.

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 recommended that you keep the decorations to a minimum and the following guidelines should be followed by the person(s) responsible for decorating the chapel.

- The cross and candlesticks should not be removed from the altar.
- 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.
- Only dripless candles should be used.
- Clear plastic should be placed beneath all candelabras to prevent any wax damage.
- Thumbtacks, nails or tape should not be used on pews or on any wooden furniture.
- No chapel furnishings, including the American and Christian flags, should be moved (altar, etc).

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 before coming to the chapel. Two very small rooms on either side of the chancel are available but are not adequate as dressing areas for large numbers. The only two restroom facilities in the chapel are located in these two side rooms, one on each side.

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.
- Please feel free to use the rear or side balconies to aid in taking pictures/video during the ceremony.

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 into the trash cans provided in the chapel
- Return any items that were used during the ceremony to their appropriate places (Bibles, hymnals, 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**.