

Frost Memorial Chapel

Berry College

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

GENERAL

Frost Chapel is one of the most popular wedding locations on campus, due to the natural beauty of the stone and wood building and the beautiful stained glass window work within the chapel. Please note that **Frost Chapel is not air-conditioned**. Consequently, you may want to consider scheduling your wedding during the cooler morning hours during summer months.

The approximate seating capacity of Frost Chapel is 400.

FURNISHINGS

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

- A grand piano (The piano may not be moved.)
- A kneeling bench.
- An electronic organ.
- Use of the sound system is not provided. However a small one may be brought in if so desired by an outside source. Or you may contract one of our trained Sound Technicians to use the chapel's sound system.
- A handful of rotating and box fans to help provide some coolness during warm weather months

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.

- No decorations (flowers, candles, etc) may be placed on the grand piano.
- The altar and the cross and candlesticks on the altar are not to be moved.
- No chapel furnishings should be moved (altar, etc)
- Clear plastic should be placed beneath all candelabras.
- Only dripless candles should be used.
- Thumbtacks, nails or tape may not be used on pews or on any wooden furniture.

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 AREA

Members of the wedding party are encouraged to dress before coming to the chapel. Very small rooms on each side of the chapel are available, but are not adequate as dressing areas for larger numbers. The small room on the left has been designated as the bridal room. A full-length mirror, restroom, ceiling fan, and chairs are provided for the bride's convenience.

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 area immediately 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.

PARKING

The main parking area for Frost Chapel is at the bottom of the hill, in front of the chapel. The parking area adjacent to the chapel should be reserved for the wedding party or guests with limited mobility.

Please remind your guests that Frost Chapel is located on the mountain campus of Berry's campus and is an additional 15 to 20 minute drive from the main gates of campus. This will help your guests, who may be less familiar with Berry's campus, arrive on time for your wedding day.

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, 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.**

PATIO RECEPTIONS

The covered patio area next to the chapel may be used for small receptions; however, food and beverages are not allowed inside the chapel. Please note that tables, chairs, trash cans, etc for the reception are not provided with the rental of the chapel and you will need to rent these items from a rental company. Please also note that tents may not be used and receptions may not be held on the chapel lawn or hill. All food and trash from the reception should be removed at the end of the reception.

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** on weekdays 8:00am – 5:00pm. In emergencies, please call Campus Safety at **706-236-2262**.