

## Fisk University

### Facility Rental, Addendum for Weddings & Wedding Rehearsals

#### Fisk Memorial Chapel

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In an effort to preserve the cultural and spiritual nature, as well as the historic splendor of the Fisk Memorial Chapel, the Renter must adhere to the following guidelines including those set forth in the Facilities Rental Agreement, for use:

#### **Additional Guidelines:**

- **Weddings & Wedding Rehearsals:**
  - Wedding ceremonies and rehearsals are held on weekends, according to the following schedule:  
  
Ceremonies: Saturdays – 10:00 a.m. – 7:00 p.m.  
Sundays – 2:30 p.m. – 6:30 p.m.  
Rehearsals: Fridays – 5:00 p.m. – 7:00 p.m.  
Saturdays – 10:00 a.m. – 7:00 p.m.
  - Wedding ceremonies in the Chapel require a four (4) hour *minimum* facility rental period to ensure sufficient time for vendor setup and breakdown, photographs and the wedding ceremony.
  - Rehearsals for wedding ceremonies will be scheduled for two (2) hours on the day before the reserved wedding date. Rehearsal times will be scheduled based on availability of the Chapel on the University's Calendar of Events & Academic Calendar and must be approved in advance by the Scheduling Coordinator. Any additional time for rehearsals must be scheduled in advance and may be subject to the hourly rental rate for the facility.
  - Rehearsals must start on time. If the ceremony participants are more than 30 minutes late, the rehearsal will be canceled.
  - Dressing room facilities are not available in the Chapel. All wedding parties must either come dressed or request to rent classroom space in Park Johnson Hall, located behind the Chapel. This request should be made through the Scheduling Coordinator.
- **Chapel Use:**
  - A reserved event time in the Chapel does not permit use of the entire building. The rental area in the Chapel is limited to the sanctuary, balcony and restrooms. In addition, the Chapel offices are located in the basement of the Chapel, which means that visitors need to be sensitive to the movement and noise they create during normal business hours.
  - Due to the historic nature of the facility the University cannot guarantee that the facility will remain at a consistent temperature during the fall and winter months.

- The Chapel does NOT have air conditioning.
- The lighting in the Chapel can NOT be adjusted.
- **Guest Clergy:** The officiant must write a letter to the Reverend Jason Curry, Dean of the Fisk Memorial Chapel, requesting permission to officiate in the Chapel. **It is the responsibility of the couple to arrange for a cleric to officiate and to inform the cleric that a letter must be sent at least eight (8) weeks before the wedding.**
- **Disabled/Wheelchair access:** Restroom facilities are located in Park-Johnson Hall (behind the Chapel) or in Adam K. Spence Hall (next door) for those persons that are disabled or require wheelchair access.  
The Office of Public Safety should be notified in advance if disabled persons and/or wheelchair access to the Chapel needs to be made available for guests.
- **Chapel Furnishings, Decorations and Flowers:**

#### **Chapel Furnishings**

- The following items are available in the Chapel:
  1. Communion table (altar)
  2. Four ornate chairs
  3. Pulpit (podium)
  4. Steps
  5. Piano
- **Chancel:** The chairs, pulpit and altar at the front of the Chancel may, at times, be moved for a specific service or event. Anyone desiring to move or rearrange the Chancel must make this request through the Scheduling Coordinator and receive prior written approval from the University. A diagram of the requested Chancel set up should be created and provided to the Scheduling Coordinator no less than two (2) weeks prior to the event date. Please see the recommended Chancel set up diagram attached.
- The Organ is not available for use and should NOT be moved under any circumstance.
- Do not touch or cover the busts located on each side of the Chancel.
- The flags located on the Chancel may be moved to the sides of the Chancel.
- The steps may be moved to the front of the Chancel.

#### **Decorations & Flowers**

- Flowers or bows may be hooked or clipped to the end of the pews. **Nothing may be stuck or taped to the pews or Chancel woodwork.**
- No fixed furnishings or ornaments in the Chapel may be altered or removed.
- Candles, such as a “Unity Candle,” may be used only within the context of the service.
- No rice, confetti, balloons, birdseed, rose petals, or other materials shall be thrown inside the Chapel.
- No confetti or sparklers shall be thrown or used outside of the Chapel.

- **Music:** All music (instrumental and/or vocal) performed in the Chapel must be in keeping with the spirit of worship and the University's tradition of musical excellence.
- **Instruments and Singers:**
  - Permission for use of the piano must be requested with the Scheduling Coordinator and approved by the University prior to the signing of the Agreement, or as the Scheduling Coordinator and Renter may otherwise agree.
  - Use of the piano is subject to additional fees, which shall be set forth on the Rental Summary.
  - The Chapel has specific guidelines for use and movement of the piano. Persons requesting use of the piano must make this request through the Scheduling Coordinator. All requests for use of any other instrument's belonging to the Chapel or University, or to bring in any additional instruments for the event, must also be approved by the University prior to the signing of this Agreement, or as the Scheduling Coordinator and Renter may otherwise agree.
  - All arrangements for additional instrumentalists must be approved by the Dean of the Chapel before firm arrangements are made.
- **Sound:**
  - The Fisk Memorial Chapel is NOT equipped with a sound system and therefore, electronic amplification is NOT available for singers. Please refer to the Directory for our preferred sound vendor.
- **Ticket Sales:** Tickets, souvenir items, CDs, tapes, etc., cannot be sold inside the Chapel. Arrangements for such sales and/or distribution must be made in advance with the Scheduling Coordinator.
- **Additional Information:**
  - The Fisk Memorial Chapel does not have facilities for receptions or receiving lines. Please plan your receiving line for the reception site.
  - Parking: Guest parking is available on campus. Please refer to the highlighted parking areas located on the attached campus map. Special requests for parking or campus access should be made through the Scheduling Coordinator in advance of the event and will be submitted to the Office of Public Safety for final approval.

## Contact Information

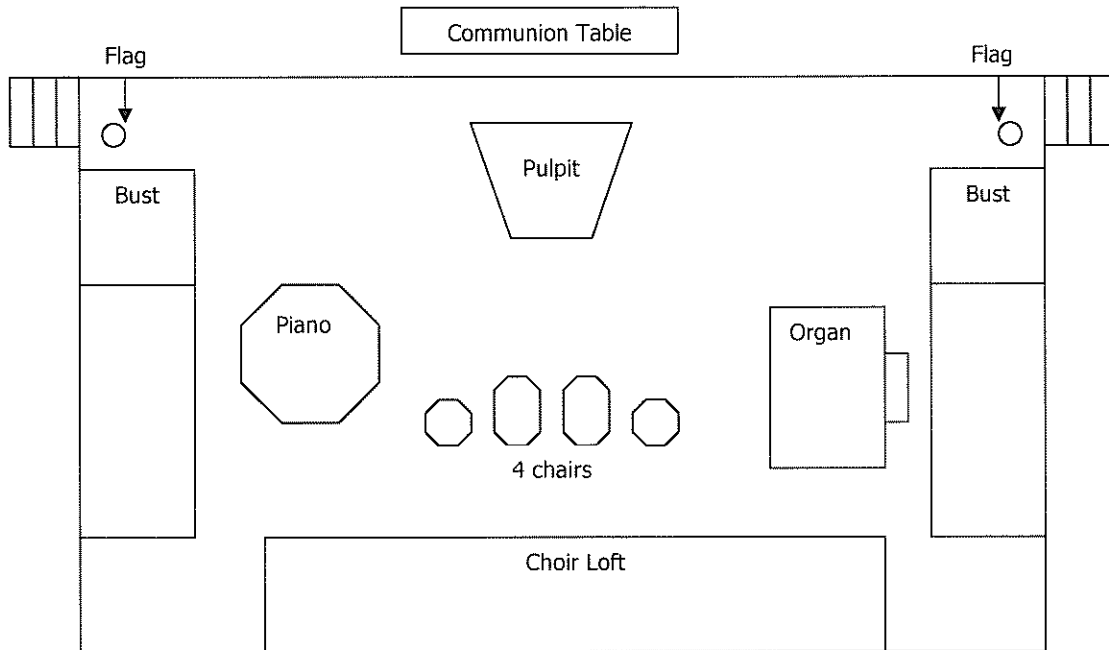
The Fisk Memorial Chapel	615.329.8582
Reverend Jason Curry, Dean of the Chapel	615.329.8582 <a href="mailto:jcurry@fisk.edu">jcurry@fisk.edu</a>
Donna Thomas, Scheduling Coordinator	615.329.8613 <a href="mailto:dlthomas@fisk.edu">dlthomas@fisk.edu</a>
Office of Public Safety	615.329.8777
Mickey West, Public Safety Director	615.329.8680 <a href="mailto:mwest@fisk.edu">mwest@fisk.edu</a>
Office of Facilities & Grounds	615.329.8637
Norman Rapp, Director of Facilities & Grounds	615.329.8848 <a href="mailto:nrapp@fisk.edu">nrapp@fisk.edu</a>

### Recommended Vendors:

Audio Equipment: David McLaurin	615.308.4142
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# Fisk Memorial Chapel Chancel Diagram

## Chancel Layout:



## Recommended Chancel Layout for Wedding Ceremonies:

